



Cape Breton Regional Municipality

Council Meeting Agenda

Tuesday, April 21, 2026

2:00 p.m.

Council Chambers

Second Floor, City Hall

320 Esplanade, Sydney, Nova Scotia

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Land Acknowledgement

Roll Call

O' Canada

1. **Approval of Agenda:** (Motion required)
2. **Approval of Minutes:** (Previously circulated)
 - Council – December 9, 2025
3. **Public Hearings**
 - 3.1 **Scheduled for 2:00 p.m. - Proposed Amendments to the Building By-law for E-permitting:** Tyson Simms, Director of Planning and Development (See page 7)
 - 3.2 **Scheduled for 6:00 p.m. - Public Hearing Sale of Vacant Property – 79 East Avenue, Glace Bay Portion of PID 15437718 (District 10):** Sheila Kolanko, Property Manager (See page 33)
 - 3.3 **Scheduled for 6:00 p.m. - Public Hearing Sale of Property - 401 Ling Street, New Waterford Portion of PID 15488354 (District 11):** Sheila Kolanko, Property Manager (See page 38)
4. **Proclamations and Resolutions**
 - 4.1 **National Public Safety Telecommunications Week**
(for ratification) Councillor Steve Gillespie (See page 43)
 - 4.2 **Emergency Preparedness Week**
Councillor Steven MacNeil (See page 44)
 - 4.3 **Mental Health Week**
Councillor Kim Sheppard-Campbell (See page 45)
 - 4.4 **Lyme Disease Awareness Month**

- Councillor Darren O'Quinn (See page 46)
- 4.5 Gaelic Nova Scotia Month**
Councillor Eldon MacDonald (See page 47)
- 4.6 Melanoma and Skin Cancer Awareness Month**
Councillor Gordon MacDonald (See page 48)
- 4.7 Motorcycle Awareness Month**
Councillor Earlene MacMullin (See page 49)
- 4.8 Multiple Sclerosis Awareness Month**
Councillor Darren O'Quinn (See page 50)
- 5. Business Arising – Committee of the Whole – April 14, 2026**
- 5.1 Alano Club Association / Lease Renewal:** Tony Mozvik, KC,
Director of Legal Services (See page 51)
- 5.2 Wash Brook Wetland Compensation Project (Port
Morien Wastewater - Treatment Plant):** Matthew Viva,
Senior Manager, Engineering Services (See page 58)
- 5.3 Request to Deem Municipal Property Surplus - Ryan
Street, Scotchtown (District 11) PID 15275514:** Sheila
Kolanko, Property Manager (See page 105)
- 5.4 Illegal Dumping:** Councillor Kim Sheppard-Campbell
(See page 109)
- 5.5 Point Edward Marine Inc. and CBRM Lease/Sale
Agreement:** Councillor Earlene MacMullin (See page 111)
- 5.6 Extended Producer Responsibility (EPR) Program for
Sharps Disposal:** Councillor Steven MacNeil
(See page 114)
- 5.7 Budget Line 8150 Fire Services:** Councillor Gordon
MacDonald (See page 116)

6. Corporate services Issues**6.1 MOUs for one previously Designated CBRM Comfort Centre and one additional CBRM Designated Comfort**

Centre: Bruce MacDonald, Manager of Emergency Management (See page 118)

6.2 Government Enterprise Agreement - ESRI Canada: Tyson Simms, Director of Planning and Development

(See page 131)

7. In Camera**7.1 Land Purchase PID 15523558 Cow Bay Road, Birch**

Grove: Anthony Mazzocca, Manager of Water Operations

(In accordance with section 22(2)(a) of the *Municipal Government Act*.)

8. Financial Statements**8.1 CBRM Financial Statements to February 28, 2026:**

Nancy Dove, Chief Financial Officer (See page 134)

9. Correspondence**9.1 Reinstatement of Funding to Culture, Tourism, and Heritage Sector Programs:** Mayor Cecil P. Clarke

(See page 157)

10. Recognition - Scheduled for 4:00 p.m.**10.1 Breton Education Centre Bears Boys Basketball Team****10.2 Breton Education Centre Bears Girls Basketball Team****11. Volunteer Week****11.1 Proclamation: 2026 Volunteer Week:** Deputy Mayor Glenn Paruch (See page 159)

11.2 Presentation of 2026 Volunteer Awards: (See page 160)

➤ **Anne Holland Memorial Award**

Awarded in recognition of an outstanding community volunteer.

➤ **Gary McDonald Memorial Award**

Awarded in recognition of an outstanding volunteer group or project.

➤ **Youth Volunteer Award**

Awarded in recognition of an outstanding youth volunteer.

Adjournment



Cape Breton Regional Municipality
PUBLIC NOTICE

TAKE NOTICE that the Building By-law: By-law No. B-300 will be brought to Council for second (final) reading on Tuesday, April 21, 2026, at 2:00 p.m., Council Chambers, 2nd Floor, City Hall, 320 Esplanade, Sydney, NS.

Intent:

- Update the requirements for the submission of digital building plans;
- Update the timeline of residential building permits from 12 months to 24 months;
- Minor text revisions and renumbering; and
- Updates to existing language to ensure consistency with the National Building Code and the Nova Scotia Building Code Regulations.

Copies of the proposed Building By-law are available from the Office of the Municipal Clerk and on the CBRM website.

Anyone wishing to comment on the proposed amendments is welcome to make a presentation at the Public Hearing or make a written submission. Written submissions will be accepted by email (clerksoffice@cbrm.ns.ca) or mail no later than 4:00 p.m. on April 20th, 2026. Written submissions must include your full name and address for the public record.

For further information, please contact:

Office of the Municipal Clerk
Cape Breton Regional Municipality
clerksoffice@cbrm.ns.ca
[902-563-5010](tel:902-563-5010)

STAFF REPORT

TO: Mayor Clarke and CBRM Council

FROM: Demetri Kachafanas, Chief Administrative Officer

DATE: April 13, 2026

SUBJECT: Proposed Amendments to the Building By-law for E-permitting

ORIGIN

June 19, 2023, CBRM Council motion (Item No. 2):

MOVED by Councillor Paruch, seconded by Councillor Bruckschwaiger:

To direct staff to submit a Housing Action Plan, including the initiatives listed in Appendix A of the Issue Paper dated June 15, 2023, and any other required documentation to the Canada Mortgage and Housing Corporation as part of the Municipality's application for the Housing Accelerator Fund (HAF).

MOTION PUT AND CARRIED.

July 15, 2025, CBRM Council motion (Item No. 3.1):

MOVED by Councillor MacMullin, seconded by Councillor Paruch:

THAT CBRM Council adopt the CBRM Housing Strategy, which is included in the Attachment A of the agenda package, and to direct staff to evaluate the recommended actions and present options for Council's consideration at a future session of Council.

MOTION PUT AND CARRIED.

March 3, 2026, CBRM Committee of the Whole motion:

MOVED by Councillor Gillespie, seconded by Deputy Mayor Paruch:

THAT Committee of the Whole recommend to Council to give first reading to the Building By-law (B-300), and schedule a public hearing to consider amendments, as generally set out in Attachment A at an upcoming meeting of Council; and direct staff to review the corresponding fee policy, CBRM Fee Policy: Planning, Development and Building to be returned to Council prior to launch of e-permitting.

MOTION PUT AND CARRIED.

March 10, 2026, CBRM Council Motion (Item No. 5.3):

MOVED by Councillor Gillespie, seconded by Deputy Mayor Paruch,

THAT Council give first reading to the Building By-law (B-300), and schedule a public hearing to consider amendments, as generally set out in Attachment A, at an upcoming meeting of Council, and direct staff to review the corresponding fee policy, CBRM Fee Policy: Planning, Development and Building, to be returned to Council prior to launch of e-permitting.

MOTION PUT AND CARRIED.

RECOMMENDATION

It is recommended that CBRM Council give Second/Final reading to the proposed amendments to Building By-law (B-300), as generally set out in Attachment A.

BACKGROUND

As part of its agreement with the Canadian Mortgage and Housing Corporation (CMHC), under the Housing Accelerator Fund (HAF) program, CBRM is committed to adopting an online permitting system. A Request for Proposal (RFP) was awarded to Avocette for the design and integration of Accela, a digital permitting system aligned with HAF objectives. As a part of its development, it was identified that the Building By-law (B-300) requires amendments to allow for launch and successful operation of the online permitting system.

DISCUSSION

Through the development and review of current standards of practice for the e-permitting system, a number of components of the Building By-law were identified for realignment. Additionally, it was determined that current building permit procedures could be simplified for more efficient processing and for an improved user experience when applying for permits.

The following discussion section outlines the proposed amendments with the rationale for each change. A full revision is provided as Attachment A, and a revised version of the by-law with all recommended amendments is included as Attachment B.

Definitions for Commercial and Residential Projects

Proposed Change: Section 1 Definitions of the Building By-law is hereby repealed and replaced with the following:

“commercial” (see residential) means any major occupancy classification excluded from residential definition.

“non-structural repair permit” means any work of a non-structural nature to a value not exceeding \$10,000.00 including but not limited to:

- i. replacement or repair of drywall or other interior finish,
- ii. installation of additional insulation or replacement of insulation,
- iii. replacement of a furnace or boiler,
- iv. installation or replacement of an air-conditioning unit or heat pump,
- v. replacement of windows or doors provided there is no change in location or size of the window or door and the structural support for the opening is not affected,
- vi. installation or replacement of cabinets, shelving, millwork, or flooring,
- vii. waterproofing or damp proofing of foundation walls or repair/replacement of foundation drainage,
- viii. replacement or installation of a new plumbing fixture that does not increase the hydraulic load of the drainage system or require alterations to an existing water distribution system or drainage system.

“residential” means any major occupancy classification exclusive of Group C within the National Building Code of Canada in buildings where the number of units contained in the building is (3) three or less.

Rationale: Two additional definitions to clarify the distinction between commercial and residential permits. This proposed amendment aligns definitions with requirements under the Nova Scotia Building Code Act and regulations that require additional documentation for residential construction greater than three units.

Removal of item i. removing and replacing roofing with similar materials, was removed from the definition of “non-structural repair permit” as no inspections pertain to roofing materials.

Requirement for Digital Building Plans

Proposed Change:

Section 3 Permits Subsection 3.3 of the Building By-law is hereby repealed and replaced with the following:

Every application for a building permit shall be accompanied by one complete set of digital building plans containing sufficient information to show that the proposed work will conform to the Building Code. Accommodations will be available for extenuating circumstances.

Rationale:

With the introduction of the e-permitting system, physical plans will no longer be required for review and instead replaced with direct digital upload to the e-permitting platform by the applicant and/or their agents.

Quality of Submissions and Plans

Proposed Change:

Section 3 Permits Subsection 3.4 of the Building By-law is hereby repealed and replaced with the following:

Building plans shall be drawn to scale and indicate the nature and extent of the work proposed in enough detail to determine compliance with the National Building Code of Canada as adopted by Nova Scotia Building Code Regulations at the time of permit application.

Rationale:

Timestamping an application at the time of review allows for clear communication of what version of National Building Code, Nova Scotia Building Code Act and Regulations will be used during review. Where changes are anticipated over the next several years related to energy efficiency this sets clear expectations for applicants in how reviews are completed.

Building Plans for Permits**Proposed Change:**

Section 3 Permits Subsection 3.5 of the Building By-law is hereby repealed and replaced with the following:

Building plans that must be submitted include (but are not limited to):

- site plans;
- foundation plans;
- floor plans;
- elevation plans;
- structural plans; and
- mechanical plans including heating, air conditioning, plumbing, electrical and fire protection.

Rationale:

Text amendments for consistency of pluralization of plans. Multiple versions, iterations, and pages of types of plans may be required.

Residential Permits Valid for 24 months**Proposed Change:**

Section 3 Permits Subsection 3.17 of the Building By-law is hereby repealed and replaced with the following:

A building permit shall be valid for (24) twenty-four months only from the date of issuance.

Rationale

Residential permits are currently issued for a 12-month period. An adjustment to a 2-year period recognizes that issues outside an applicants' control may impede a project and delay or miss a construction season such as draught, wildfires, or other unexpected circumstances. These renewals represent 168 administrative interactions since 2021. This aligns permit duration with commercial permits and other Building By-laws in other jurisdictions, including but not limited to Halifax Regional Municipality, creating a more consistent approach across the province.

Renewal of Permits within 30 Days of Expiration**Proposed Change:**

Section 3 Permits Subsection 3.18 of the Building By-law is hereby repealed and replaced with the following:

A permit that has expired in accordance with Subsection 3.17 may be renewed within 30 days of expiration at the discretion of the Building Official and subject to the conditions set forth in

Subsection 3.19 and provided there has been no change made to the Building Code, Cape Breton Regional Municipality Land Use By-Law or any other by-law of the Cape Breton Regional Municipality that would affect compliance with the Code and/or the by-laws and provided that all By-Laws, regulations, standards and codes can be complied with and an inspection discloses that the project may safely be continued.

Rationale:

Text amendment to correct subsections referenced. Subsections identified in previous version did not reflect expiration conditions.

Requirement for Building Permit

Proposed Change:

Section 3 Permits Subsection 3.21 of the Building By-law is hereby repealed and replaced with the following:

In addition to the permit requirements of the *Nova Scotia Building Code Act* and Regulations, a building permit is required for:

- (a) all accessory buildings greater than 100 Sq/ft in area; *and*
- (b) non-structural alterations and repairs in excess of \$10,000 in value as may be determined by the Building Official.

Rationale:

Text amendment; definition for non-structural alterations and repairs is provided in definitions and was previously repeated again in this subsection.

Minor Text Amendments and Renumbering

Proposed Change:

Section 3 Permit Subsection 3.21 of the Building By-law is hereby renumbered to 3.22.

Before issuing a building permit, a complete application shall be filed with a Building Official.

Rationale:

Text amendment to correct numbering of By-Law subsections.

Proposed Change:

Section 3 Permit Subsection 3.22 of the Building By-law is hereby renumbered to 3.23.

Before issuing a building permit, where required, a Building Official shall be satisfied that a development permit has been issued pursuant to any Land Use By-Law of the Cape Breton Regional Municipality.

Rationale:

Text amendment to correct numbering of By-Law subsections.

Proposed Change:

Section 3 Permit Subsection 3.23 of the Building By-law is hereby renumbered to 3.24.

Before issuing a building permit or a demolition permit a Building Official shall be satisfied that the building is not designated pursuant to the *Heritage Property Act*, or, if it is subject to the *Heritage Property Act*, that necessary permission has been obtained.

Rationale:

Text amendment to correct numbering of By-Law subsections.

Proposed Change:

Section 3 Permits Subsection 3.25 of the Building By-law is hereby added:

No deviation from a working drawing, as accepted, shall be made without the approval in writing of a Building Official of the CBRM.

Rationale:

Reordered from Section 5 Plumbing Permits to be reflected in Section 3 Permits.

Removal of Reference to Chief Building Official

Proposed Change:

Section 3 Permits Subsection 3.22 of the Building By-law is hereby repealed and replaced with the

following:

Before issuing a building permit, a complete application shall be filed with a Building Official.

Rationale:

The role of Chief Building Official was changed in bylaw due to changes in the Building Code Act SNS 2005 c 47 to adjust for changes in roles to Building Officials instead of Building Inspectors.

Proposed Change:

Section 3 Permits Subsection 3.23 of the Building By-law is hereby repealed and replaced with the following:

Before issuing a building permit, where required, a Building Official shall be satisfied that a development permit has been issued pursuant to any Land Use By-Law of the Cape Breton Regional Municipality.

Rationale:

Role of Chief building official was changed in bylaw due to changes in the Building Code Act SNS 2005 c 47 to adjust for changes in roles to Building Officials instead of Building Inspectors.

Proposed Change:

Section 3 Permits Subsection 3.24 of the Building By-law is hereby repealed and replaced with the following:

Before issuing a building permit or a demolition permit a Building Official shall be satisfied that the building is not designated pursuant to the *Heritage Property Act*, or, if it is subject to the *Heritage Property Act*, that necessary permission has been obtained.

Rationale:

Role of Chief building official was changed in bylaw due to changes in the Building Code Act SNS 2005 c 47 to adjust for changes in roles to Building Officials instead of Building Inspectors.

Proposed Change:

Section 6 Other Permits Subsection 6.1 of the Building By-law is hereby repealed and replaced with the following:

A permit for a tent, air supported or other types of structures when intended for temporary use:

- (a) shall state the date after which and the conditions under which the permit is no longer valid;
- (b) may be extended in writing by the Manager of Building Services;
- (c) shall be posted on the building.

Rationale:

Role of Chief building official was changed in bylaw due to changes in the Building Code Act SNS 2005 c 47 to adjust for changes in roles to Building Officials instead of Building Inspectors. Role of Manager of Building Services better attributes the responsibility of requirements not held within Nova Scotia Building Code Act and Regulations.

Conditions on Permits

Proposed Change:

Section 3 Permits Subsection 3.26 of the Building By-law is hereby added:

All conditions as listed on the permit documents shall be adhered to. Conditions may range from project specific conditions to general provisions stipulated within *Nova Scotia Building Code Act* and Regulations and notation of other applicable By-Laws

Rationale:

Conditions on permits have previously been communicated with applicants through letters and other supporting documents in relation to building permits; with revamped e-permitting system conditions can be applied directly by each relevant department onto the permit to ensure clear communication between applicants and staff.

Inspections in Accordance with Building Code Act

Proposed Change:

Section 4 Inspections of the Building By-law is hereby repealed and replaced with the following:

The authority having jurisdiction shall be notified and given an opportunity to inspect listed inspections as set out in the capacity under the *Nova Scotia Building Code Act* and Regulations or as stated on the permit documents.

Rationale:

Section 4 was simplified to reflect regulatory capacity of building officials to complete inspections as outlined in the Nova Scotia Building Code Act.

Reference to Licensed Plumbers

Proposed Change:

Section 5 Plumbing Permits Subsection 5.3 of the Building By-law is hereby repealed and replaced with the following:

Applications for permits and all work carried out may only be made by a qualified licensed red seal certified plumber on the forms prescribed.

Rationale:

Text amendment to more modern language related to licensing.

Requirement for Engineered and Architectural Designs for Projects with 3 or More Units

Proposed Change:

Section 5 Plumbing Permits Subsection 5.5 of the Building By-law is hereby repealed and replaced with the following:

Every application with respect to both commercial and residential projects of three (3) units or greater shall be accompanied by a plumbing working drawing of the proposed work, showing the size and location of the house drain and any traps and inspection pieces thereon and a schematic section showing the size of all the soil and water pipe with the size and location of branch connections and all necessary pipes and traps.

Rationale:

Update to the number of units required to align with other requirements outlined in Nova Scotia Building Code Act where engineered and architectural designs are required for (3) units or greater for residential projects.

Reference to Plumbing Permits Moved to Reflect Application with All Permit Types

Proposed Change:

Section 5 Plumbing Permits Subsection 5.6 of the Building By-law is hereby repealed.

Rationale:

Subsection was moved into section 3 to better reflect its application across all permit types.

Other Notable Considerations

With the launch of e-permitting, one additional identified issue has been payment processing. While enabling applicants to apply at their own convenience at any location with an internet connection, current payment processing procedures continue to require in-person payment with our citizen service center.

One remedy identified for this issue is online payment processing through credit card payment. While not referenced in the bylaw, or the proposed changes, the noted remedy would allow citizens to complete their full application process remotely. Accessibility of permits is improved through this change in processing. The financial impact of this change is outlined in the financial implications section of this report.

Alternative remedies include continued status quo requiring in person payment, or payment via mail through cheque. Concerns with these remedies stem from delays in permit processing while awaiting payment to complete an application.

Staff are seeking direction on how to handle the proposed increased costs associated with these services through a review of the corresponding building bylaw fee policy.

Committee of the Whole

On March 3, 2026, staff provided a presentation to Committee of the Whole outlining recommended amendments to the Building By-law. Following the presentation, staff identified minor errors in the associated attachments. Corrections have been made to the proposed amending by-law to correct these clerical errors.

FINANCIAL IMPLICATIONS

The e-permitting system development and initial years rollout has been financed as part of the HAF initiative. Licensing costs of the system beyond the HAF project will need to be considered for the 2027-2028 fiscal year.

The extension of residential permit duration, from 12 months to 24-months, would reduce the number of fees collected through permit renewal. Each renewal represents \$50.00 charge currently collected. Revenues for this line item would see a reduction. If all renewals were eliminated it would represent 67 renewals in 2025 or a \$3,350 reduction in revenue.

Staff analyzed the anticipated additional service costs associated with enabling credit card payments as the proposed remedy as outlined in the discussion. Service charges by payment processors and credit card companies will have a financial impact. These charges, which vary by provider, range from 0.69% to 3.0% of the transaction amount. Further consideration of the impact of these additional fees being included in the cost of permits is reflected in the recommendation to review the corresponding fee policy associated with this bylaw.

Year	Permitting Revenue (gross)	Cost of Credit Card Charges (3%)
2020	\$335,724	\$10,071.71
2021	\$239,280	\$7,178.40
2022	\$335,031	\$10,050.92
2023	\$340,183	\$10,205.49
2024	\$375,127	\$11,253.82

The table above showcases the financial impact by year of these fees. Changes to fees and changes in permit volume would further vary these approximate cost estimates.

COMMUNITY ENGAGEMENT

Notice of this Public Hearing appeared in the Cape Breton Post in accordance with the requirements of the *Municipal Government Act*.

ALTERNATIVES

CBRM Council could choose not to recommend approval of the staff recommendation.

LEGISLATIVE AUTHORITY

Municipal Government Act, Section 47 – Resolution Policies and Bylaws

This policy derives its authority from Sections 49, 211, 220 (4)(l), 221 (2), 232 (4), 237 (3), 270 (3) (e), 271 (3) (f) and 282 (1) (b) of the Municipal Government Act and Section 7 of the Building Code Act of the Province of Nova Scotia.

ATTACHMENTS

Attachment A: Amendments to Building By-law B-300

Attachment B: Revised Version of Building By-law B-300 with All Recommendations

Report Prepared by: Travis Radtke, Housing Coordinator, Planning Department 902-574-5301

Attachment A: Amendments to Building By-law B-300

By-law

of the Cape Breton Regional Municipality

amending the

**Cape Breton Regional Municipality's
Building By-law**

Pursuant to Section 168 of the *Municipal Government Act* of Nova Scotia and Section 7 of the *Nova Scotia Building Code Act, RSNS 1989, c. 46* and amendments thereto, the Council of the Cape Breton Regional Municipality hereby amends the text of the Cape Breton Regional Municipality's Building By-Law, No. B-300, 2026 in the following manner:

THAT: Bylaw description of the Building By-law is hereby updated to reflect the current year, 2026.

THAT: Section 1 Definitions of the Building By-law is hereby repealed and replaced with the following:

All words not defined in this By-Law have the same meaning as in the *Nova Scotia Building Code Act* and the Regulations prescribed thereunder.

- (b) "architect" means a member or licensee of the Nova Scotia Association of Architects;
- (c) "building area" means the total area of all floors in a building based on the gross exterior dimensions of a building or addition;
- (d) "building official" means those qualified individuals appointed by Council of the Cape Breton Regional Municipality to administer and enforce the requirements of the *Nova Scotia Building Code Act* and Regulations.
- (e) "commercial" (see residential) means any major occupancy classification excluded from residential definition.
- (f) "construct" means to do anything in the erection, installation, extension, relocation, material alteration or material repair of a building and includes the installation of a factory-made building fabricated or moved from elsewhere;
- (g) "demolition" means the doing of anything in the removal of a building or any material part thereof;

- (h) “full bathroom”, in the case of a single detached dwelling, means a room containing three or more plumbing fixtures;
- (i) “non-structural repair permit” means any work of a non-structural nature to a value not exceeding \$10,000.00 including but not limited to:
 - i. removing and replacing cladding with similar materials,
 - ii. replacement or repair of drywall or other interior finish,
 - iii. installation of additional insulation or replacement of insulation,
 - iv. replacement of a furnace or boiler,
 - v. installation or replacement of an air-conditioning unit or heat pump,
 - vi. replacement of windows or doors provided there is no change in location or size of the window or door and the structural support for the opening is not affected,
 - vii. installation or replacement of cabinets, shelving, millwork, or flooring,
 - viii. waterproofing or damp proofing of foundation walls or repair/replacement of foundation drainage,
 - ix. replacement or installation of a new plumbing fixture that does not increase the hydraulic load of the drainage system or require alterations to an existing water distribution system or drainage system.
- (j) “occupancy” or “occupancy classification” means the use or intended use of a building, as defined in the Building Code;
- (k) “owner” includes a person controlling the property under consideration, and also includes *prima facie* the assessed owner of the property;
- (l) “plumbing fixture” means any water-supplied appliance connected to a plumbing fixture, but does not include a roof or floor drain, hot water tank or dishwasher;
- (m) “professional engineer” means a member or licensee of the Association of Professional Engineers of the Province of Nova Scotia;
- (n) “residential” means any major occupancy classification exclusive of Group C within the National Building Code of Canada in buildings where the number of units contained in the building is (3) three or less.
- (o) “tent and air supported structures permit” shall include any tent, air supported structure or other membrane structures, erected or located;

THAT: Section 3 Permits Subsection 3.3 of the Building By-law is hereby repealed and replaced with the following:

Every application for a building permit shall be accompanied by one complete set of digital building plans containing sufficient information to show that the proposed work will conform to the Building Code. Accommodations will be available for extenuating circumstances.

THAT: Section 3 Permits Subsection 3.4 of the Building By-law is hereby repealed and replaced with the following:

Building plans shall be drawn to scale and indicate the nature and extent of the work proposed in enough detail to determine compliance with the National Building Code of Canada as adopted by Nova Scotia Building Code Regulations at the time of permit application.

THAT: Section 3 Permits Subsection 3.5 of the Building By-law is hereby repealed and replaced with the following:

Building plans that must be submitted include (but are not limited to):

- site plans
- foundation plans
- floor plans
- elevation plans
- structural plan
- mechanical plans including heating, air conditioning, plumbing, electrical and fire protection

THAT: Section 3 Permits Subsection 3.17 of the Building By-law is hereby repealed and replaced with the following:

A building permit shall be valid for (24) twenty-four months only from the date of issuance.

THAT: Section 3 Permits Subsection 3.18 of the Building By-law is hereby repealed and replaced with the following:

A permit that has expired in accordance with Subsection 3.17 may be renewed within 30 days of expiration at the discretion of the Building Official and subject to the conditions set forth in Subsection 3.19 and provided there has been no change made to the Building Code, Cape Breton Regional Municipality Land Use By-Law or any other by-law of the Cape Breton Regional Municipality that would affect compliance with the Code and/or the by-laws and provided that all By-Laws, regulations, standards and codes can be complied with and an inspection discloses that the project may safely be continued.

THAT: Section 3 Permits Subsection 3.21 of the Building By-law is hereby repealed and replaced with the following:

In addition to the permit requirements of the *Nova Scotia Building Code Act* and Regulations, a building permit is required for:

- (c) all accessory buildings greater than 100 Sq/ft in area; *and*
- (d) non-structural alterations and repairs in excess of \$10,000 in value as may be determined by the Building Official.

THAT: Section 3 Permit Subsection 3.21 of the Building By-law is hereby renumbered to 3.22.

Before issuing a building permit, a complete application shall be filed with a Building Official.

THAT: Section 3 Permits Subsection 3.22 of the Building By-law is hereby repealed and replaced with the following:

Before issuing a building permit, a complete application shall be filed with a Building Official.

THAT: Section 3 Permit Subsection 3.22 of the Building By-law is hereby renumbered to 3.23.

Before issuing a building permit, where required, a Building Official shall be satisfied that a development permit has been issued pursuant to any Land Use By-Law of the Cape Breton Regional Municipality.

THAT: Section 3 Permits Subsection 3.23 of the Building By-law is hereby repealed and replaced with the following:

Before issuing a building permit, where required, a Building Official shall be satisfied that a development permit has been issued pursuant to any Land Use By-Law of the Cape Breton Regional Municipality.

THAT: Section 3 Permit Subsection 3.23 of the Building By-law is hereby renumbered to 3.24.

Before issuing a building permit or a demolition permit a Building Official shall be satisfied that the building is not designated pursuant to the *Heritage Property Act*, or, if it is subject to the *Heritage Property Act*, that necessary permission has been obtained.

THAT: Section 3 Permits Subsection 3.24 of the Building By-law is hereby repealed and replaced with the following:

Before issuing a building permit or a demolition permit a Building Official shall be satisfied that the building is not designated pursuant to the *Heritage Property Act*, or, if it is subject to the *Heritage Property Act*, that necessary permission has been obtained.

THAT: Section 3 Permits Subsection 3.25 of the Building By-law is hereby added:

No deviation from a working drawing, as accepted, shall be made without the approval in writing of a Building Official of the CBRM.

THAT: Section 3 Permits Subsection 3.26 of the Building By-law is hereby added:

All conditions as listed on the permit documents shall be adhered to. Conditions may range from project specific conditions to general provisions stipulated within *Nova Scotia Building Code Act* and Regulations.

THAT: Section 4 Inspections of the Building By-law is hereby repealed and replaced with the following:

The authority having jurisdiction shall be notified and given an opportunity to inspect listed inspections as set out in the capacity under *Nova Building Code Act* and

Regulations or as stated on the permit documents.

THAT: Section 5 Plumbing Permits Subsection 5.3 of the Building By-law is hereby repealed and replaced with the following:

Applications for permits and all work carried out may only be made by a qualified licensed red seal certified plumber on the forms prescribed.

THAT: Section 5 Plumbing Permits Subsection 5.5 of the Building By-law is hereby repealed and replaced with the following:

Every application with respect to both commercial and residential projects of three (3) units or greater) shall be accompanied by a plumbing working drawing of the proposed work, showing the size and location of the house drain and any traps and inspection pieces thereon and a schematic section showing the size of all the soil and water pipe with the size and location of branch connections and all necessary pipes and traps.

THAT: Section 5 Plumbing Permits Subsection 5.6 of the Building By-law is hereby repealed.

THAT: Section 6 Other Permits Subsection 6.1 of the Building By-law is hereby repealed and replaced with the following:

A permit for a tent, air supported or other types of structures when intended for temporary use:

- (a) shall state the date after which and the conditions under which the permit is no longer valid;
- (b) may be extended in writing by the Manager of Building Services;
- (c) shall be posted on the building.

PASSED AND ADOPTED: by a majority of the whole Council at a duly called meeting of the Cape Breton Regional Municipal Council held on _____.

MAYOR

CLERK

THIS IS TO CERTIFY that the attached is a true and correct copy of the Amending By-law of the Cape Breton Regional Municipality adopted by Regional Council during a meeting held on _____ to amend the Cape Breton Regional Municipality's Building By-law.

CHRISTA DICKS, MUNICIPAL CLERK

CAPE BRETON REGIONAL MUNICIPALITY

Building By-law

By-law No. B-300

A BY-LAW TO PRESCRIBE & PROVIDE FOR CERTAIN ASPECTS OF PERMITS, APPLICATIONS, AND INSPECTIONS ASSOCIATED WITH CONSTRUCTION

NOW THEREFORE the Municipal Council of the Cape Breton Regional Municipality, under the authority of vested in it by the *Municipal Government Act*, SNS 1998, c. 18, the *Nova Scotia Building Code Act*, RSNS 1989, c. 46 and amendments thereto, as well as regulations passed pursuant to the *Nova Scotia Building Code Act* and any amendments thereto, hereby adopts the following By-law:

This Bylaw shall be known as the “Building By-law “and may be cited as the “Building By-Law, No. B-300, 2026”.

WHEREAS Any person planning to carry out any form of construction in this municipality is governed by the extensive provisions of the Provincial statute known as the Building Code Act and the Regulations promulgated pursuant to that Act and shall therefore be responsible to make themselves aware of all relevant provisions contained therein

Section 1. Definitions

All words not defined in this By-Law have the same meaning as in the *Nova Scotia Building Code Act* and the Regulations prescribed thereunder.

- (a) “architect” means a member or licensee of the Nova Scotia Association of Architects;
- (b) “building area” means the total area of all floors in a building based on the gross exterior dimensions of a building or addition;
- (c) “building official” means those qualified individuals appointed by Council of the Cape Breton Regional Municipality to administer and enforce the requirements of the *Nova Scotia Building Code Act* and Regulations.
- (d) “commercial” (see residential) means any major occupancy classification excluded from the residential definition.

- (e) “construct” means to do anything in the erection, installation, extension, relocation, material alteration or material repair of a building and includes the installation of a factory-made building fabricated or moved from elsewhere;
- (f) “demolition” means the doing of anything in the removal of a building or any material part thereof;
- (g) “full bathroom”, in the case of a single detached dwelling, means a room containing three or more plumbing fixtures;
- (h) “non-structural repair permit” means any work of a non-structural nature to a value not exceeding \$10,000.00 including but not limited to:
 - i. removing and replacing cladding with similar materials,
 - ii. replacement or repair of drywall or other interior finish,
 - iii. installation of additional insulation or replacement of insulation,
 - iv. replacement of a furnace or boiler,
 - v. installation or replacement of an air-conditioning unit or heat pump,
 - vi. replacement of windows or doors provided there is no change in location or size of the window or door and the structural support for the opening is not affected,
 - vii. installation or replacement of cabinets, shelving, millwork, or flooring,
 - viii. waterproofing or damp proofing of foundation walls or repair/replacement of foundation drainage,
 - ix. replacement or installation of a new plumbing fixture that does not increase the hydraulic load of the drainage system or require alterations to an existing water distribution system or drainage system.
- (i) “occupancy” or “occupancy classification” means the use or intended use of a building, as defined in the Building Code;
- (j) “owner” includes a person controlling the property under consideration, and also includes *prima facie* the assessed owner of the property;
- (k) “plumbing fixture” means any water-supplied appliance connected to a plumbing fixture, but does not include a roof or floor drain, hot water tank or dishwasher;
- (l) “professional engineer” means a member or licensee of the Association of Professional Engineers of the Province of Nova Scotia;
- (m) “residential” means any major occupancy classification exclusive of Group C within the *National Building Code of Canada* in buildings where the number of units contained in the building is (3) three or less.

- (n) “tent and air supported structures permit” shall include any tent, air supported structure or other membrane structures, erected or located;

Section 2. Interpretation

All relevant definitions are contained in either the *Nova Scotia Building Code Act* or the associated Regulations. All other interpretation will be in accordance with the Interpretation Act, RSNS 1989, c 235.

Section 3. Permits

- 3.1 A building permit shall be in accordance with the form approved by the Manager of Building Services.
- 3.2 Every application for a permit shall identify and describe in detail the work and occupancy to be covered by the permit for which application is made.
- 3.3 Every application for a building permit shall be accompanied by one complete set of digital building plans containing sufficient information to show that the proposed work will conform to the Building Code. Accommodations will be available for extenuating circumstances.
- 3.4 Building plans shall be drawn to scale and indicate the nature and extent of the work proposed with sufficient detail to determine compliance with the National Building Code of Canada as adopted by Nova Scotia Building Code Regulations at the time of permit application.
- 3.5 Building plans that must be submitted include (but are not limited to):
- site plans
 - foundation plans
 - floor plans
 - elevation plans
 - structural plan
 - mechanical plans including heating, air conditioning, plumbing, electrical and fire protection
- 3.6 In addition to Subsection 3.5, every application for a mobile home that does not contain a Canadian Standards Association number must include
- Manufacture information
 - Model number
 - Serial number
 - Year Built
 - Heating type
 - Number of Bedrooms
 - Number of plumbing fixtures

- Floor area

3.7 Site plans required for new construction or additions should describe the land on which the work is to be done by an up-to-date plan of the lot certified by a Nova Scotia Land Surveyor that the lot has been surveyed in the manner required by the *Nova Scotia Land Surveyors Act* and the regulations made hereunder, adequate to identify and locate the lot and determine setback lines, building separations, and building locations, and containing the following information.

- (a) the Land Information Management Service Property Identity Number of the lot;
- (b) the name of the owner of the land;
- (c) a location map, drawn to a scale not smaller than 1:50,000 with the same orientation as the lot;
- (d) the length of the boundary lines of the lot including the length of arcs and chords, points of curvature and radius in the case of curved lines;
- (e) the dimensions and total area of the lot;
- (f) the location of the proposed and existing buildings on the lot and the relationship between the proposed building or structure and other buildings on the same or adjacent properties, indicating the distance from all property lines, the distances between buildings and the heights of the buildings;
- (g) the width, location and nature of any easements or rights-of-way affecting the lot;
- (h) if a lot is on a registered plan of subdivision, the date on which the final plan of subdivision was certified with all revisions to be identified, dated and initialed;
- (i) north point;
- (j) the scale to which the plan is drawn;
- (k) the names of existing and proposed public streets or highways or private roads shown on the plan;
- (l) the civic address number for the property and adjacent properties;

- (m) location of all existing and proposed curb cuts.
- 3.8 The survey plan may be waived and substituted by a Land Information property map with the lot number when, by calculation of the building official, spatial separation distances are complied with and property is more than one (1) acre in area.
- 3.9 Prior to the approval of any foundation for new construction or additions beyond the footing stage, and before foundation work begins, a plan showing the location of the building footings on the lot, certified by a Nova Scotia Land Surveyor that the installed footings have been surveyed in relation to the lot in the summer required by the *Nova Scotia Land Surveyors Act* and Regulations hereunder, must be provided.
- 3.10 An application for building permit shall include plans and specifications as required by the Building Code and show the occupancy of all parts of the building including existing conditions for change of use or renovations.
- 3.11 An application shall state the valuation and area in square metres of the proposed work and be accompanied by the required fee outlined in CBRM Fee Policy: Planning, Development and Building.
- 3.12 An application shall state the names, addresses and telephone numbers of the owner, architect, professional engineer or other designer and the constructor.
- 3.13 An application shall show a drainage plan indicating the surface drainage pattern for the proposed site.
- 3.14 An application for a building permit for the construction of a building requiring a new private sewage disposal system shall require a copy of a valid on-site sewage disposal system, before the application for building permit may be accepted for approval.
- 3.15 An application for a building permit for the construction of a building requiring a Road Access Permit from the Province of Nova Scotia, shall require a copy of a valid Access Permit, before the application for building permit may be accepted for approval.
- 3.16 When an application for a permit has not been completed in conformance with the requirements of the By-Law within (30) days after it is filed, the application may be deemed to have been abandoned by the Building Official.
- 3.17 A building permit shall be valid for (24) twenty-four months only from the date of issuance.
- 3.18 A permit that has expired in accordance with Subsection 3.17 may be renewed within 30 days of expiration at the discretion of the Building Official and subject to the conditions set forth in

Subsection 3.19 and provided there has been no change made to the Building Code, Cape Breton Regional Municipality Land Use By-Law or any other by-law of the Cape Breton Regional Municipality that would affect compliance with the Code and/or the by-laws and provided that all By-Laws, regulations, standards and codes can be complied with and an inspection discloses that the project may safely be continued.

- 3.19 A permit that is renewed pursuant to Subsection 3.17 is provisional and subject to the following conditions:
- (a) Work on the subject property must begin within thirty (30) days from the time the permit is renewed and shall reasonably and seriously continue until completion.
 - (b) A person applying for a permit to be renewed shall provide to the building official a progress schedule which includes the completion date of the work.
 - (c) Any revised plans deemed necessary or required as a result of any change in the scope of the work are to be submitted to and approved by the Building Official prior to commencement of any work.
 - (d) A fee for renewal of the permit is paid in accordance with CBRM Fee Policy: Planning, Development and Building.
- 3.20 If any of the above conditions are not met or having been met are subsequently violated, the renewed permit may be suspended or cancelled at the sole discretion of the Building Official.
- 3.21 In addition to the permit requirements of the *Nova Scotia Building Code Act* and Regulations, a building permit is required for:
- (a) all accessory buildings greater than 100 Sq/ft in area; *and*
 - (b) non-structural alterations and repairs exceeding \$10,000 in value as may be determined by the Building Official.
- 3.22 . Before issuing a building permit, a complete application shall be filed with a Building Official.
- 3.23 Before issuing a building permit, where required, a Building Official shall be satisfied that a development permit has been issued pursuant to any Land Use By-Law of the Cape Breton Regional Municipality.
- 3.24 Before issuing a building permit or a demolition permit a Building Official shall be satisfied that the building is not designated pursuant to the *Heritage Property Act*, or, if it is subject to the *Heritage Property Act*, that necessary permission has been obtained.
- 3.25 No deviation from a working drawing, as accepted, shall be made without the approval in writing of a Building Official of the CBRM.

- 3.26 All conditions as listed on the permit documents shall be adhered to. Conditions may range from project specific conditions to general provisions stipulated within *Nova Scotia Building Code Act* and Regulations and notation of other applicable By-Laws

Section 4 Inspections

The authority having jurisdiction shall be notified and given an opportunity to inspect listed inspections as set out in the capacity under *Nova Building Code Act* and Regulations or as stated on the permit documents.

Section 5 Plumbing Permits

- 5.1 No connection shall be made with a common public sewer, and no construction, reconstruction, or extension of any plumbing or private sewage disposal system or any part thereof shall be commenced until a permit to do so have been obtained from the building official.
- 5.2 Plumbing permits are required for all plumbing work covered under the scope of the *Nova Scotia Building Code Act* and Regulations and shall be done in accordance with the National Plumbing Code of Canada.
- 5.3 Applications for permits and all work carried out may only be made by a qualified licensed red seal certified plumber on the forms prescribed.
- 5.4 Plumbing permits are not required to repair or replace any old fixture, tap or drain with a new one (to be used for the same purpose), to force out stoppages, to repair leaks or to relieve frozen pipes or fittings.
- 5.5 Every application with respect to both commercial and residential projects having three (3) units or greater shall be accompanied by a plumbing drawing of the proposed work, showing the size and location of the building drain and any traps and inspection pieces thereon and a schematic section showing the size of all the soil and waste pipe with the size and location of branch connections and all necessary pipes and traps.

Section 6 Other Permits

- 6.1 A permit for a tent, air supported or other types of structures when intended for temporary use:
- (a) shall state the date after which and the conditions under which the permit is no longer valid;
 - (b) may be extended in writing by the Manager of Building Services;
 - (c) shall be posted on the building.

- 6.2 (1) A permit may be issued by the Building Official of the Cape Breton Regional Municipality at the risk of the owner, with conditions to ensure compliance with the Building Code, to excavate or to construct a portion of a building before all the plans of the project have been submitted or accepted.
- (2) The permit shall be clearly marked "At Owner's Risk".
- 6.3 (1) Should a permit be issued for part of a building, the holder of the permit may proceed, but without any assurance that the permit for the entire building will be granted.
- (2) Any permit issued for part only of a building shall be clearly marked as for part only, and shall also indicate that a permit for the entire building is not assured.
- 6.4 (1) A permit for a whole project may be issued by the Building Official of the CBRM conditional upon the submission of additional information prior to commencing the work for which the information is pertinent, provided that the information is of such a nature that withholding the permit until the information was available would delay the work unreasonably.
- (2) The condition shall be set out on the face of the permit.
- 6.5 (1) A final occupancy permit, as well as an inspection and approval, shall be required to allow the initial occupancy in accordance with the requirements of the *Nova Scotia Building Code Act*. Such permit shall be issued within twelve (12) months of substantial completion of the building as determined by the building official.
- (2) The Building Official may issue an occupancy permit, subject to compliance with provisions to safeguard persons in or about the premises, to allow the occupancy of a building or part thereof for the accepted use, prior to commencement or completion of the construction work where the application is of such a nature that no unsafe condition exists and that withholding of the permit would be unreasonable.

Section 7 Demolition Permits

- 7.1 No demolition of a building, portion of a building, or other structure shall take place until a demolition permit has been issued.
- 7.2 An application for a demolition permit shall be completed and all prescribed fees, outlined CBRM Fee Policy: Planning, Development and Building, be submitted before any demolition permit is issued.

- 7.3 Every application for a demolition permit shall set out in detail the precautions to be taken to ensure that no person is exposed to undue risk. Precautions shall include (but are not limited to) provisions for fencing, barricades, covered way, fire safety and vehicular traffic.
- 7.4 A demolition permit shall state the date on which work is to commence and the date on which demolition will be completed, the method of demolition and the place of disposal for debris.
- 7.5 Demolition sites, upon completion of the demolition, shall be left in a safe and neat condition to the satisfaction of the building official.
- 7.6 Every owner is responsible for the costs of any damage to public property or works that may occur as a result of any demolition.

Section 8 Permit Fees

- 8.1 The Scale of Fees for permits shall appear in CBRM Fee Policy: Planning, Development and Building.

Section 9 Severability

If a court of competent jurisdiction should declare any section or part of a section of this by-law to be invalid, such section or part of a section shall not be construed as having persuaded or influenced Council to pass the remainder of the by-law and it is hereby declared that the remainder of the by-law shall be valid and shall remain in force.

Section 10 Previous By-laws Repealed

By-law No. B – 300, cited as the Cape Breton Regional Municipality Building By-law S-4 and all amendments thereto are hereby repealed.

PASSED AND ADOPTED by a majority of the whole Council at a duly called meeting of the Cape Breton Regional Municipality held on _____th, 20__ and as amended on _____, 20__.

CECIL CLARKE
MAYOR

CHRISTA DICKS
MUNICIPAL CLERK

THIS IS TO CERTIFY that the attached is a true and correct copy of the Building By-law of the Cape Breton Regional Municipality including amendments to November 14, 2023.

CHRISTA DICKS, MUNICIPAL CLERK

Publication Date: March 12, 2022

First Reading: January 24, 2022

Second (Final) Reading: March 8, 2022

Amendment 1

Publication Date: November 22, 2023

First Reading: September 26, 2023

Second (Final) Reading: November 14, 2023

Amendment 2

Publication Date:

First Reading:

Second (Final) Reading:

Public Hearing Sale of Vacant Property - 79 East Avenue, Glace Bay

Motion

Moved by Councillor Nickituk, seconded by Councillor MacKeigan, to convey the subject property to the Society for \$1.00 pursuant to the Municipal Government Act.

Discussion:

- Gratitude for the Hub Amateur Athletic Club
- Funding opportunities

Motion Carried



**CAPE BRETON
REGIONAL MUNICIPALITY**

**CAPE BRETON REGIONAL MUNICIPALITY
"A Community of Communities"**

NOTICE - PUBLIC HEARING

Pursuant to Section 51(3) of the *Municipal Government Act*, the Council of the Cape Breton Regional Municipality has directed that a Public Hearing be held to deal with the *proposed sale of CBRM property located at 79 East Avenue, Glace Bay, Nova Scotia (PID 15912793), to the Hub Amateur Athletic Club for one dollar for the purpose of enabling the continued use of the building in support of a community benefit.* The particulars of the public hearing are as follows:

DATE: Tuesday, April 21, 2026
TIME: 6:00 pm
LOCATION: Council Chambers - 2nd Floor
Civic Centre
320 Esplanade, Sydney, NS

The estimated value of the subject property is \$20,600.

Signed: Christa Dicks
Municipal Clerk
Date: April 4, 2026



STAFF REPORT

To: MAYOR CLARKE AND CBRM COUNCIL
Submitted by: Sheila Kolanko, Property Manager
Date: April 21st, 2026
Subject: Public Hearing Sale of Vacant Property – 79 East Avenue, Glace Bay Portion of PID 15437718 (District 10)

Origin

Staff initiated

Recommendation

It is the recommendation of staff to Council to pass a motion conveying any interest in the subject property, as identified in Attachment “B” as Lot 1-25 (containing an area of 1,614.2 sq. meters) to the Hub Amateur Athletic Club for \$1.00 pursuant to the Municipal Government Act.

Background

At a council meeting held on July 15th, 2025, council passed a motion to dispose of vacant land situated at 79 East Avenue, Glace Bay to Hub Amateur Athletic Club, a registered not-for profit society, for \$1.00 pursuant to the Municipal Government Act. It was a condition that the property be surveyed and an appraisal conducted to determine the market value of the newly created lot parcel.

The appraisal report was received February 18th, 2026, and determined the market value to be \$20,600. The survey work has been completed.

Legislation and Related Policies

Section 51 (3) of the *Municipal Government Act* requires Council to hold a public hearing if the property is valued at more than ten thousand dollars at less than market value.

Discussion

Pursuant to the Municipal Government Act, a public hearing is required so that Council can hear those in favor and those opposed to the disposition of the municipal property. Notice of the public hearing was advertised in the Cape Breton Post on April 4th, 2026 and April 18th, 2026 as well as publicized on CBRM's webpage.

I confirm the legal department has not been contacted nor have we received any complaints or objections from the community.

Attachments

Attachment A – Motion dated July 16, 2025

Attachment B – Survey showing subject area – Lot 1-25

A copy of this report can be obtained online at www.cbrm.ns.ca or by contacting the Office of the Municipal Clerk at 902-563-5010.

Report Prepared by: Sheila Kolanko, Property Manager

**Request for Municipal Property – Portion of PID 15489354 –
401 Ling Street, New Waterford District 11**

Motion

Moved by Councillor Sheppard-Campbell, seconded by Councillor Nickituk, to convey the subject property to the applicant for \$1.00 pursuant to the Municipal Government Act.

Motion Carried



**CAPE BRETON
REGIONAL MUNICIPALITY**

CAPE BRETON REGIONAL MUNICIPALITY

"A Community of Communities"

NOTICE - PUBLIC HEARING

Pursuant to Section 51(3) of the *Municipal Government Act*, the Council of the Cape Breton Regional Municipality has directed that a Public Hearing be held to deal with the *proposed sale of CBRM property located at 401 Ling Street, New Waterford, Nova Scotia (PID 15913106), to the New Waterford Arcano Group for one dollar for the purpose of enabling the continued use of the building in support of a community benefit.* The particulars of the public hearing are as follows:

DATE: Tuesday, April 21, 2026
TIME: 6:00 pm
LOCATION: Council Chambers - 2nd Floor
Civic Centre
320 Esplanade, Sydney, NS

The estimated value of the subject property is \$20,600.

Signed: Christa Dicks
Municipal Clerk
Date: April 4, 2026



STAFFREPORT

To: MAYOR CLARKE AND COUNCIL
Submitted by: Sheila Kolanko, Property Manager
Date: April 21st, 2026
Subject: Public Hearing Sale of Property – 401 Ling Street, New Waterford
Portion of PID 15488354 (District 11)

Origin

Staff initiated

Recommendation

It is the recommendation of staff to Council to pass a motion conveying any interest in the subject property, as identified in Attachment “B” as Lot 2025-1 (containing an area of 1,582.4 sq. meters) to the New Waterford Arcano Group for \$1.00 pursuant to the Municipal Government Act.

Background

At a council meeting held on January 21st, 2025 council passed a motion to sell 401 Ling Street, New Waterford to New Waterford Arcano Group, a registered not-for profit society, for \$1.00 pursuant to the Municipal Government Act. The subject property required a survey and appraisal.

The survey work has been completed. The appraisal report was received February 12th, 2026 and determined the market value to be \$20,600.

Legislation and Related Policies

Section 51 (3) of the *Municipal Government Act* requires Council to hold a public hearing if the property is valued at more than ten thousand dollars at less than market value.

Discussion

Pursuant to the MGA, Council will hear those in favour and those opposed to the sale. Notice was advertised in the Cape Breton Post on April 4th, 2026 and April 18th, 2026 as well as posted on CBRM's webpage. I confirm the legal department has not been contacted nor have we received any complaints or objections from the community.

Attachments

Attachment A – Motion dated January 28, 2025

Attachment B – Survey showing subject area – Lot 2025-1

A copy of this report can be obtained online at www.cbrm.ns.ca or by contacting the Office of the Municipal Clerk at 902-563-5010.

Report Prepared by: Sheila Kolanko, Property Manager



PROCLAMATION

National Public Safety Telecommunicator Week

WHEREAS: the Cape Breton Regional Municipality (CBRM) is committed to the safety and well-being of its residents and recognizes the critical role played by emergency response services in ensuring public safety; and

WHEREAS: 911 Operators serve as the first link in the chain of emergency response, working around the clock to collect crucial information, dispatch appropriate resources, and guide callers through life-threatening situations with calmness, professionalism, and compassion; and

WHEREAS: 911 Operators demonstrate exceptional skills in stress management, active listening, and decision-making, often making split-second judgments while responding to distressing and traumatic incidents in service to the community; and

WHEREAS: the CBRM recognizes 911 Operators as First Responders and wishes to increase awareness and understanding of their indispensable role, while expressing its deepest gratitude for their unwavering dedication and commitment to public safety and express its deepest gratitude and appreciation to all 911 Operators within our municipality for their unwavering dedication, professionalism, and commitment to public safety.

BE IT THEREFORE RESOLVED: that CBRM Cecil P. Clarke and Council do hereby proclaim the week of April 12th to 18th, 2026 as National Public Safety Telecommunicator Week in the Cape Breton Regional Municipality.

Councillor Steve Gillespie - CBRM District #4

April 21, 2026



PROCLAMATION

Emergency Preparedness Week

- WHEREAS:** over the course of their lives, many Canadians will have to face severe weather, fire, floods, and unforeseen events that will affect their quality of life and leave a lasting memory; and
- WHEREAS:** Emergency Preparedness Week is a national awareness initiative and an opportunity for you to take action to ensure you are prepared to protect yourself, your family and your community during an emergency; and
- WHEREAS:** while governments at all levels are working hard to keep Canada safe, everyone has a role to play in being prepared for an emergency; and
- WHEREAS:** by taking a few simple steps, you can become better prepared to face a range of emergencies at any time or anywhere. It is important to – know the risks, make a plan and get an emergency kit; and
- WHEREAS:** Emergency Preparedness Week takes place May 3rd to 9th this year, with the theme ***Be Prepared. Know Your Risks***, it promotes public awareness of emergency preparedness and encourages residents to understand the risks in their area; and
- WHEREAS:** during the week, we encourage residents to learn about potential emergencies in their community and the steps they can take to protect their households by preparing their homes and families in advance.
- BE IT THEREFORE RESOLVED:** that CBRM Mayor Cecil P. Clarke and Council do hereby proclaim the week May 3rd to 9th, 2026 as “Emergency Preparedness Week” in the Cape Breton Regional Municipality.

Councillor Steven MacNeil - CBRM District # 8



PROCLAMATION

Mental Health Week

WHEREAS:

the Canadian Mental Health Association has been hosting Mental Health Week for 75 years. The goal of Mental Health Week is to promote understanding of mental health, encourage open conversations, and foster a shared commitment to reducing stigma; and

WHEREAS:

each year, 1 in 4 Nova Scotians experience a mental illness or mental health issue, but 4 in 4, that is all of us that have mental health; and

WHEREAS:

the theme for Mental Health Week this year is “Come Together Canada” which highlights the vital role that social connection plays in our overall well-being; and

WHEREAS:

the Cape Breton Regional Municipality will join communities across the country in recognizing the vital role connection plays in mental health, encouraging meaningful conversations and helping ensure more people can access lifesaving support when they need them most.

**BE IT THEREFORE
RESOLVED:**

that CBRM Mayor Cecil P. Clarke and Council proclaim May 4th to 10th, 2026, as “Mental Health Week” in the Cape Breton Regional Municipality.

Councillor Kim Sheppard-Campbell - CBRM District # 12

April 21, 2026



PROCLAMATION

Lyme Disease Awareness Month

WHEREAS: Lyme disease is a serious illness caused by the bite of a blacklegged tick infected with the bacterium *Borrelia burgdorferi*; and

WHEREAS: black-legged ticks carrying a variety of diseases or illnesses can now be found in all parts of Nova Scotia; and

WHEREAS: awareness, education and practicing preventative measures, such as daily tick checks and proper tick removal, can help reduce your chances of contracting tick-borne diseases.

BE IT THEREFORE RESOLVED: that CBRM Mayor Cecil P. Clarke and Council do hereby proclaim May 2026, as “Lyme Disease Awareness Month” in the Cape Breton Regional Municipality.

Councillor Darren O’Quinn - CBRM District# 11

April 21, 2026



PROCLAMATION

Gaelic Nova Scotia Month

- WHEREAS:** 2026 marks the 30th anniversary of Gaelic Nova Scotia Month which is a time to embrace, honour, celebrate, and raise awareness of the language, culture, history, contributions, and achievements of Gaels across the province; and
- WHEREAS:** Gaelic language and culture are integral components of the identity of Nova Scotia, and that Gaels represent one of the earliest non-Indigenous cultural groups to settle in Mi'kma'ki; and
- WHEREAS:** new generations of language learners and cultural champions continue to build upon the legacy of Gaelic Nova Scotia's tradition bearers; and
- WHEREAS:** government commits to collaborating with Gaelic communities to support the growth of Gaelic Nova Scotia through opportunities for language acquisition, cultural awareness and capacity building within communities to ensure Gaelic language and culture remain vibrant elements of the living linguistic and cultural landscape of Nova Scotia.
- BE IT THEREFORE
RESOLVED:** that CBRM Mayor Cecil P. Clarke and Council proclaim May 2026, as "Gaelic Nova Scotia Month" in the Cape Breton Regional Municipality.

Councillor Eldon MacDonald - CBRM District # 5

April 21, 2026



PROCLAMATION

Melanoma and Skin Cancer Awareness Month

- WHEREAS:** it is imperative that communities across Canada be reminded of the importance of sun safety; and
- WHEREAS:** over-exposure to UV radiation is one of the major causes of melanoma and non-melanoma skin cancers; and
- WHEREAS:** skin cancer is the most common of all cancers. 1 in 6 Canadians born in the 1990s will get skin cancer in their lifetimes; and
- WHEREAS:** Many people seek sun without taking the advisable precautionary measures and are unaware that any darkening of skin colour, including a tan, is indicative of UV damage; and
- WHEREAS:** skin self-examinations should be performed monthly because skin cancers are highly treatable when detected early; and
- WHEREAS:** Save Your Skin Foundation is dedicated to the fight against non-melanoma skin cancers, melanoma and ocular melanoma through nationwide education, advocacy, and awareness initiatives.
- BE IT THEREFORE RESOLVED:** that CBRM Mayor Cecil P. Clarke and Council do hereby proclaim May 2026, as “Melanoma and Skin Cancer Awareness Month” in the Cape Breton Regional Municipality.

Councillor Gordon MacDonald - CBRM District# 1

April 21, 2026



PROCLAMATION

Motorcycle Awareness Month

- WHEREAS:** the Cape Breton Regional Municipality is committed to promoting road safety and reducing preventable accidents for all who travel on our streets and highways; and
- WHEREAS:** motorcyclists are among the most vulnerable road users, and increasing awareness, visibility, and mutual respect among motorists can significantly reduce the risk of collisions and injuries; and
- WHEREAS:** Motorcycle Awareness Month provides an opportunity to educate drivers and riders alike on the importance of safe driving practices, including sharing the road, remaining attentive, and adhering to all traffic laws; and
- WHEREAS:** CBRM encourages all residents to recognize the importance of motorcycle safety and to “Look Twice, Save a Life”.
- BE IT THEREFORE
RESOLVED:** that CBRM Mayor Cecil P. Clarke and Council do hereby proclaim May 2026, as “Motorcycle Awareness Month” in the Cape Breton Regional Municipality.

Councillor Earlene MacMullin - CBRM District# 2

April 21, 2026



PROCLAMATION

Multiple Sclerosis Awareness Month

- WHEREAS:** Multiple Sclerosis is a chronic, often disabling neurological disease with over 90,000 Canadians living with MS today, including many individuals in the Cape Breton Regional Municipality; and
- WHEREAS:** symptoms of MS vary widely and may include challenges with numbness, coordination, vision and speech, as well as extreme fatigue and, in some cases, paralysis; and
- WHEREAS:** approximately 12 Canadians are diagnosed with MS every day, with the average age of diagnosis being 43 years, and women are three times more likely to be diagnosed than men; and
- WHEREAS:** Canada has one of the highest rates of MS in the world, and although there is currently no known cause or cure, communities come together during the month of May to raise awareness, support research, and stand in solidarity with those affected.
- BE IT THEREFORE
RESOLVED:** that CBRM Mayor Cecil P. Clarke and Council proclaim May 2026, as “Multiple Sclerosis Awareness Month” in the Cape Breton Regional Municipality.

Councillor Darren O’Quinn - CBRM District# 11

April 21, 2026

Alano Club Association / Lease Renewal

Motion

Moved by Councillor MacKeigan, seconded by Councillor O'Quinn, that Committee of the Whole recommend to Council to approve a five-year lease with the Alano Club Association on the same terms as the previous lease.

Discussion:

- Club Lease renewal and privacy
- Proposal for Longer lease terms
- processes of damage to leased properties.

Motion Carried



CBRM

A Community of Communities

Memo

TO: Committee of the Whole

FROM: Colin Fraser

SUBJECT: Alano Club Association / Lease Renewal

DATE: April 14, 2026

BACKGROUND:

CBRM owns property located at 10 McKeen Street, Glace Bay, which we have been leasing to the Alano Club Association (formerly named the Glace Bay Unity Club) since 2007. The property is used as a community space by the Club, and is primarily used for the purpose of hosting Alcoholics Anonymous meetings.

CBRM has been leasing this property to the Association on a year-to-year basis, however the Association has asked that we enter a longer term lease with them in order to allow them to more easily apply for various grants and funding programs. We have suggested a five-year term renewal on the same terms and conditions as the previous lease. Under the existing terms, the Association pays a nominal rent of \$1.00 per annum to the CBRM. The Association is responsible for all upkeep and maintenance of the property, at its own expense. A copy of the previous one-year lease is attached for reference.

We have reviewed this request with internal staff and they have no issues with this request.

RECOMMENDATION:

That the Committee pass a motion to direct Council to approve a five-year lease with the Alano Club Association on the same terms as the previous lease.

Submitted by:

Colin Fraser
Legal Researcher

THIS INDENTURE made this 4th day of February, 2025.

BETWEEN:

CAPE BRETON REGIONAL MUNICIPALITY, a body corporate and politic, of Sydney, in the Cape Breton Regional Municipality, Province of Nova Scotia;
(hereinafter referred to as the "Lessor")
OF THE ONE PART

- and -

ALANO CLUB ASSOCIATION (ACA), a body corporate incorporated under the laws of the Province of Nova, with its head office in Glace Bay, in the County of Cape Breton, Province of Nova Scotia.

(hereinafter referred to as the "Lessee")
OF THE OTHER PART

WHEREAS the Lessor owns a building and property located at 10 McKeen Street, Glace Bay;

AND WHEREAS the property is surplus to the needs of the Lessor;

AND WHEREAS the Lessee wishes to make use of the building and property for activities in which the Association is involved.

AND WHEREAS the Lessor offers to lease/lend the building and property to the Lessee;

AND WHEREAS the Lessee has agreed to enter into a lend/lease agreement for the use of the building and property;

WITNESSETH that in consideration of the payment of ONE DOLLAR (\$1.00), the receipt of which is hereby acknowledged, and the rents covenants and agreements hereinafter contained on the part of the Lessor and Lessee, the parties hereto mutually and severally covenant and agree as hereinafter set forth:

THE DEMISED PREMISES

The Lessor agrees to lease to the Lessee property and buildings on said property civically known as 10 McKeen Street, Glace Bay, Nova Scotia and further described in Schedule "A" attached hereto, and owned by the Cape Breton Regional Municipality , hereinafter called the "Leased Equipment."

LEASE TERM

Duration

The duration of this Lease shall be for a period of one (1) year commencing on the 1st day of February, 2025, and ending on the 31st day of January, 2026, unless the lease is sooner terminated as provided herein.

Termination

Either party may terminate the lease upon sixty days written notice to the other party.

RENTAL

Covenant to Pay

The Lessee shall, during the term of this lease, pay unto the Lessor all rent in accordance with the terms of this lease.

Rent

The Lessee shall pay to the Lessor in advance on the 1st day of the first month of the term of the Lease the sum of \$1.00.

USE OF PREMISES

Use of Premises

The Lessee shall use the leased property solely for the purpose of carrying out the activities of the Lessee.

LESSOR'S COVENANTS

The Lessor agrees during the currency of this Agreement to provide the Lessee with possession and quiet enjoyment of the leased equipment for the terms of this Lease.

MAINTENANCE, REPAIRS AND ALTERATIONS

Maintenance and Repairs

The Lessee shall at its own expense, during the term of the lease, well and sufficiently maintain and keep the leased equipment in good condition.

The Lessee shall immediately repair or replace at its own cost any and all damages or wear and tear of the said equipment, caused by the use of the said equipment by the Lessee, its agents, servants, invitees or guests, with or without any notice by the Lessor to the Lessee, and if such repairs are not completed by the Lessee as aforesaid, it shall constitute a breach of covenant under this lease.

Such repairs and maintenance shall be carried out with the same or equivalent materials as currently exists therein.

Alterations and Leasehold Improvements

The Lessee shall not make any alterations or improvements to the leased equipment without first obtaining the consent in writing of the Lessor.

DAMAGE OR DESTRUCTION OF THE PREMISES

The Lessor and Lessee agree that in case the said leased shall be destroyed by the Queen's enemies, explosion, fire, lightning, earthquake, the elements or similar cause or peril, or be so injured as to be reasonably unfit for the business purposes of the Lessee and not capable of repair or restoration within thirty (30) days (notwithstanding the covenants to repair), the term hereby demised shall cease, and the rents shall be apportioned up to the time of the casualty; and if the said premises are capable of repair within thirty (30) days, the term hereunder shall not cease and the rents shall continue to be payable, if the Lessor when notified of the casualty with reasonable diligence attempts to effect repairs caused by the casualty within a period of thirty (30) days.

The Lessor shall not be liable for any injury or damage to any person or property at any time in or upon the leased equipment.

SUBLET, ASSIGNMENT

The Lessee shall not during the term hereof assign, sublet or sublease or otherwise by any act or deed cause or permit the leased equipment or any part thereof to be assigned, sublet, subleased or transferred without the prior written consent of the Lessor which consent may be reasonably withheld.

INTERPRETATION

Obligations as Covenants

Each obligation or agreement of the Lessor or Lessee expressed in this Lease, even though not expressed as a covenant, is for all purposes considered to be a covenant.

Headings

The headings introducing sections and articles in this Lease are inserted for convenience of reference only and in no way define, limit, construe or describe the scope or intent of such sections or articles.

Partial Invalidity

If for any reason whatsoever any term, covenant or condition of this Lease, or the application thereof to any Person or circumstance, is to any extent held or rendered invalid, unenforceable or illegal, then such term, covenant or condition: (a) is deemed to be independent of the remainder of this Lease and to be severable and divisible therefrom and its invalidity, unenforceability or illegality does not affect, impair, or invalidate the remainder of this Lease or any part thereof; and (b) continues to be applicable to and enforceable to the fullest extent permitted by law against any Person and circumstances other than those as to which it has been held or rendered invalid, unenforceable or illegal.

Modification of Lease

Failure of either party to insist upon strict performance of any covenant or condition of this Lease or to exercise any right or option hereunder shall not be construed as a waiver or relinquishment for the future of any such covenant, condition, right or option. No assent or consent to any variation of any covenant or condition of this Lease shall be valid unless done in writing and identified with this Lease. The acceptance of any rent or the performance of any obligation hereunder by a person other than the Lessee shall not be construed as an admission by the Lessor of any right, title or interest of such person as sublessee, assignee, transferee, or otherwise in the place and stead of the Lessee.

Notice

Any notice which either of the parties is required or permitted to give pursuant to this Lease shall be deemed to be duly given, if intended for the Lessee, when delivered personally or when sent by registered mail to the Lessee at 12 Crescent Drive, Glace Bay, Nova Scotia, B1A 2J4, and if intended for the Lessor, when delivered personally or when sent by registered mail to the Lessor at 320 Esplanade, Sydney, Nova Scotia, B1P 7B9, or such other address as the Lessor may from time to time designate in writing.

Breach of Covenants

Failure to adhere to any of the covenants or conditions of this Lease will render the Lease null and void and will require the return of the leased equipment to the CBRM at Public Works North from where it came at the sole cost of the Lessee.

Entire Agreement

This Lease sets forth all the representations between the Lessor and the Lessee concerning the leased equipment, and there are no representations, either oral or written, between them other than those in this Lease.

No alteration, amendment, change or addition to this Lease shall be binding on the Lessor or the Lessee unless in writing and signed by each of them.

Governing Law

This Lease shall be interpreted in accordance with, and governed by, the laws of

the Province of Nova Scotia.

IN WITNESS WHEREOF the Cape Breton Regional Municipality and the Alano Club Association (ACA) have caused this Lease to be executed by their respective officers duly authorized in that behalf on the dates hereinafter set forth.

DATED AT Sydney, in the)
Cape Breton Regional Municipality)
Province of Nova Scotia, this 4th)
day of February, A.D., 2025)

CAPE BRETON REGIONAL
MUNICIPALITY

~~Per: Demetri Kachafanas~~
Interim Chief Administrative
Officer

witness)

ALANO CLUB ASSOCIATION
(ACA)

~~Per: Stanley Peach~~

witness)

Per: Gerard Boudreau

**Wash Brook Wetland Compensation Project (Port Morien
Wastewater - Treatment Plant)**

Motion

Moved by Deputy Mayor Paruch, seconded by Councillor Eldon MacDonald, that Committee of the Whole recommend to Council to approve the use of identified CBRM-owned lands along the Wash Brook for the purpose of constructing wetland compensation areas required under the Port Morien Wastewater Treatment Plant Project; and approve that these lands be protected from future disturbance in accordance with Nova Scotia Environment and Climate Change (NSECC) requirements and the terms of the agreement with ACAP Cape Breton

Discussion:

- Expressed satisfaction at reaching completion
- Expressed gratitude to staff

Motion Carried



STAFF REPORT

To: CBRM Council
Submitted by: Demetri Kachafanas, CAO
Date: April 24, 2026
Subject: Wash Brook Wetland Compensation Project (Port Morien Wastewater - Treatment Plant)

ORIGIN

Staff initiated.

RECOMMENDATION

As directed by Committee of the Whole, it is recommended that CBRM Council:

1. Approve the use of identified CBRM-owned lands along the Wash Brook for the purpose of constructing wetland compensation areas required under the Port Morien Wastewater Treatment Plant Project; and
2. Approve that these lands be protected from future disturbance in accordance with Nova Scotia Environment and Climate Change (NSECC) requirements and the terms of the agreement with ACAP Cape Breton.

BACKGROUND

As part of the construction of the Port Morien Wastewater Treatment Plant, a natural wetland was altered. In accordance with Nova Scotia Environment and Climate Change (NSECC) requirements, CBRM obtained a Wetland Alteration Approval (attached) which includes a condition to compensate for wetland loss, resulting in a requirement to restore 2.8 hectares of wetland habitat.

To meet this requirement, CBRM has partnered with ACAP Cape Breton to design and implement a wetland compensation project within the Wash Brook watershed in Sydney, on land currently owned by CBRM.

As part of the NSECC approval process, a Long-Term Protection and Stewardship Agreement is required to define roles and responsibilities and to ensure the compensation sites are protected over time.

This work is a regulatory requirement tied directly to the previously approved Port Morien Wastewater Collection and Treatment Project and is necessary to close out the associated environmental approval.

DISCUSSION

The proposed wetland compensation areas will be constructed on identified CBRM properties (see attached map) along the Wash Brook and are designed to restore natural wetland function and habitat.

The areas identified for wetland compensation are predominantly low-lying, wet areas adjacent to the Wash Brook that are already influenced by groundwater and seasonal flooding. As such, these lands are not considered suitable for future development or other municipal uses.

As required by NSECC, these lands must be protected from future disturbance to ensure the long-term success of the compensation works. The draft agreement between CBRM and ACAP outlines these requirements, including long-term protection of the sites. Legal review has been completed and no outstanding concerns remain.

ACAP will complete the design, construction, and post-construction monitoring of the wetlands and will provide a brief presentation to Council outlining the proposed works and benefits of the project.

FINANCIAL IMPLICATIONS

There are **no costs to CBRM or its residents**. All costs associated with the wetland compensation project are fully funded within the approved budget for the Port Morien Wastewater Collection and Treatment Project, which is fully funded by the provincial and federal governments.

COMMUNITY ENGAGEMENT

ACAP has been working with the surrounding community to discuss the project concept. Specific groups include Tomorrow's Legends, the Sydney ballfield groups, active transportation & Washbrook Greenway Coalition, Southend Public Gardens, Brookland Elementary & Sherwood Park Education Centre, and St. Marguerite Bourgeoys Parish. In 2025, ACAP hosted a community walk through the sites.

Future work will include:

- Community walks and tours (general public, CBRM councillors/staff as interested)
- Local school and youth program activities on site
- Communication package, including online content and on-site signage

ALTERNATIVES

Committee of the Whole could choose to recommend that CBRM Council not approve the use of identified CBRM-owned lands for the wetland compensation project, which would require CBRM to identify an alternative approach to satisfy the NSECC Wetland Alteration Approval requirements.

LEGISLATIVE AUTHORITY

Nova Scotia Environment Act and Wetland Alteration Approval No. 2022-3058282-00

ATTACHMENTS

1. Long Term Protection & Stewardship Agreement
2. Location Mapping of Proposed Wetland Areas
3. NSECC Wetland Alteration Approval
4. ACAP Compensation Plan

**AGREEMENT FOR
WETLAND COMPENSATION SITE –
WASH BROOK WETLAND NETWORK**

LONG-TERM PROTECTION & STEWARDSHIP

THIS AGREEMENT is made as of the ____ day of _____, 20 (the “Effective Date”)

BETWEEN:

Cape Breton Regional Municipality, a municipal corporation incorporated under the laws of Nova Scotia
 (“CBRM” or “Steward”)

AND

Atlantic Coastal Action Program – Cape Breton, a non-profit organization
 (“ACAP” or “Restoration Partner”)

CBRM and ACAP are collectively referred to as the “Parties.”

1. BACKGROUND AND PURPOSE

1.1 This Agreement is entered into to fulfill the wetland compensation requirements of the Port Morien Wastewater Treatment Plant Project Wetland Alteration Approval (Project No. 2002-3058282-00) issued by Nova Scotia Environment and Climate Change (NSECC).

1.2 Construction of the Port Morien Wastewater Treatment Plant resulted in the alteration of 1.4 hectares of wetland habitat. As directed by NSECC, compensation is required at a 2:1 ratio, resulting in a total compensation requirement of 2.8 hectares of restored wetland habitat.

1.3 CBRM has contracted ACAP to develop and implement a wetland restoration offsetting project within the Wash Brook floodplain in Sydney, Nova Scotia, which has been approved by NSECC as the compensation site.

1.4 The wetland restoration areas subject to this Agreement are located on lands owned and stewarded by CBRM, associated with the following Property Identification Numbers (PIDs): 15093115, 15710890, 15710908, 15710916, 15092877, 15538077, 15092570, and 15709629, as shown on the mapping attached as Schedule A.

1.5 The purpose of this Agreement is to:

- Define roles, responsibilities, and restrictions applicable to the Parties;
 - Ensure compliance with the Nova Scotia Wetland Conservation Policy, the Environment Act, and conditions of approval issued by NSECC;
 - Secure the long-term protection of the wetland compensation areas; and
 - Establish a framework for post-restoration monitoring and long-term stewardship of the compensation site.
-

2. DEFINITIONS

For the purposes of this Agreement:

“Compensation Site” means the wetland restoration areas located on the Property and identified in Schedule A.

“Long-term Management” means management of the Compensation Site following the achievement of all performance standards, intended to ensure the site continues to meet ecological objectives.

“Monitoring” means post-restoration ecological monitoring conducted to assess vegetation establishment, invasive species presence, hydrological function, and overall site condition.

“Restricted Activities” means activities prohibited or limited under this Agreement and listed in Section 7.

3. TERM AND INTENT

3.1 This Agreement shall remain in effect for a minimum term of ten (10) years from the Effective Date.

3.2 The Parties acknowledge that the primary objective of this Agreement is to secure the Compensation Site in perpetuity, to the extent permitted by law, in recognition that wetland area was permanently lost elsewhere and this site provides required compensation. The Parties further acknowledge that the obligations for long-term protection and stewardship contained herein are intended to continue indefinitely, consistent with the policy goal to prevent net loss of wetlands in Nova Scotia.

3.3 Notwithstanding the intent to protect the Compensation Site in perpetuity, the Parties acknowledge that CBRM's obligations under this Agreement are limited to those expressly set out herein and do not extend to ongoing financial commitments, active maintenance, or future restoration works unless otherwise agreed in writing.

4. LAND PROTECTION AND REGULATORY STATUS

4.1 CBRM acknowledges that the Compensation Site is protected under the Environment Act and the Nova Scotia Wetland Conservation Policy.

4.2 No wetland alteration within the Compensation Site shall be undertaken unless approved by NSECC and only where one or more of the following conditions apply:

- The alteration provides a necessary public function consistent with a Wetland of Special Significance;
 - Maintenance is required to maintain, restore, or improve wetland function; or
 - Risks or challenges threaten completion of the compensation project and project abandonment conditions are met, including:
 - No risk to public or private infrastructure or property;
 - Restoration of the site to a condition similar to, but not worse than, pre-restoration;
 - Ongoing monitoring following abandonment; and
 - Fulfillment of the compensation obligation through a similar restoration project.
-

5. ROLES AND RESPONSIBILITIES

5.1 Cape Breton Regional Municipality (CBRM)

CBRM agrees to:

- Own and protect the Compensation Site from unauthorized alteration;

- Integrate spatial data into internal municipal management systems and share it with relevant departments; and
- Support long-term stewardship of the Compensation Site, limited to passive protection of the site (including preventing unauthorized alteration or disturbance), and not including any obligation to undertake active maintenance, rehabilitation, monitoring, or capital works unless otherwise agreed to in writing by the Parties.

5.2 Atlantic Coastal Action Program – Cape Breton (ACAP)

ACAP agrees to:

- Implement the approved wetland restoration activities;
- Undertake minor maintenance necessary to support vegetation establishment and invasive species control;
- Conduct post-restoration monitoring for a period of five (5) years;
- Provide monitoring data and reports to CBRM;
- Be responsible for the design and implementation of the Compensation Site and for undertaking any corrective actions required during the monitoring period to ensure the site meets NSECC performance requirements.

6. ACCESS RIGHTS

CBRM grants ACAP and representatives of NSECC the right to access the Compensation Site for the purposes of restoration, monitoring, maintenance, inspection, evaluation, and regulatory compliance, subject to reasonable notice where practicable.

7. RESTRICTED AND PROHIBITED ACTIVITIES

Unless approved in writing by NSECC, the following activities are prohibited within the Compensation Site:

- Clearing, cutting, mowing, or removal of vegetation;
- Excavation, grading, infilling, ditching, draining, or other earthworks;

- Depositing, dumping, stockpiling, or placement of snow or ice;
- Mining, drilling, or tree harvesting;
- Construction or placement of structures;
- Grazing of domesticated animals;
- Use of motorized or off-road vehicles; and
- Application of herbicides, fertilizers, or other chemical agents.

Vegetation disturbance may only occur where required for invasive species removal, plant health care, or vegetation establishment following restoration.

If trees need to be felled for safety or other necessary public functions such as the maintenance or protection of adjacent infrastructure, deadwood shall be retained and secured on site.

8. LONG-TERM MANAGEMENT

8.1 Long-term management is recognized as necessary to ensure the Compensation Site continues to meet its ecological objectives following achievement of performance standards.

8.2 Long-term management activities may include:

- Maintenance of signage and fencing;
- Maintenance of restoration structures;
- Species and habitat management;
- Periodic site inspections.

8.3 In certain cases, site protection alone may be sufficient to meet long-term management requirements.

8.4 For greater certainty, long-term management obligations of CBRM are limited to passive stewardship only. CBRM shall not be responsible for active management, restoration, repair, or replacement of any features of the Compensation Site unless such activities are required by law and mutually agreed to in writing.

9. MONITORING AND MAINTENANCE

9.1 ACAP shall conduct monitoring for five (5) years following restoration.

9.2 Where monitoring indicates that maintenance or intervention is required during the monitoring period, ACAP shall be responsible for undertaking such work. CBRM shall have no obligation to provide funding for maintenance, monitoring, or restoration activities beyond its initial project contribution under this Agreement.

9.3 Upon completion of the five (5) year monitoring period and submission of final reporting to NSECC, ACAP shall have no further obligations under this Agreement, and no further monitoring or reporting obligations shall apply to CBRM unless otherwise required by NSECC.

10. PERFORMANCE AND CONTINGENCY

10.1 In the event that the Compensation Site does not meet NSECC performance requirements during the monitoring period, ACAP shall be responsible for implementing corrective actions.

10.2 Following completion of the monitoring period, if additional measures are required by NSECC, the Parties shall meet to determine an appropriate path forward; however, CBRM shall not be obligated to undertake additional capital works or provide additional funding unless otherwise agreed.

11. SPATIAL DATA AND RECORDS

11.1 ACAP shall provide spatial mapping files and data (including shapefiles) identifying the Compensation Site initially as conceptual site design and finally as final design footprint post-restoration.

11.2 These files may be used by NSECC for compensation tracking purposes and may be made available through publicly accessible databases in the future.

12. FUTURE RESTORATION ACTIVITIES

The Parties acknowledge that the Compensation Site is located within an urban environment with a history of human use. As monitoring and research improve understanding of site

conditions, ACAP will seek additional funding to implement future restoration activities, subject to NSECC approval.

13. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the Province of Nova Scotia.

14. LIMITATION OF LIABILITY AND INDEMNIFICATION

14.1 Each Party shall be responsible for its own acts, omissions, and negligence and those of its employees, agents, and contractors.

14.2 ACAP shall indemnify and hold harmless CBRM from and against any and all claims, demands, damages, liabilities, or costs arising from ACAP's design, construction, or implementation of the Compensation Site, except to the extent caused by the negligence or willful misconduct of CBRM.

14.3 CBRM shall indemnify and hold harmless ACAP from and against any and all claims arising from CBRM's ownership or use of the lands, except to the extent caused by the negligence or willful misconduct of ACAP.

15. DISPUTE RESOLUTION

15.1 In the event of a dispute arising under this Agreement, the Parties shall first attempt to resolve the matter through good faith discussions.

15.2 If the dispute cannot be resolved, the Parties may pursue mediation prior to initiating any legal proceedings.

16. SIGNATURES

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the Effective Date.

Signature: _____

Insert name

Insert title

Cape Breton Regional Municipality

Date: _____

Signature: _____

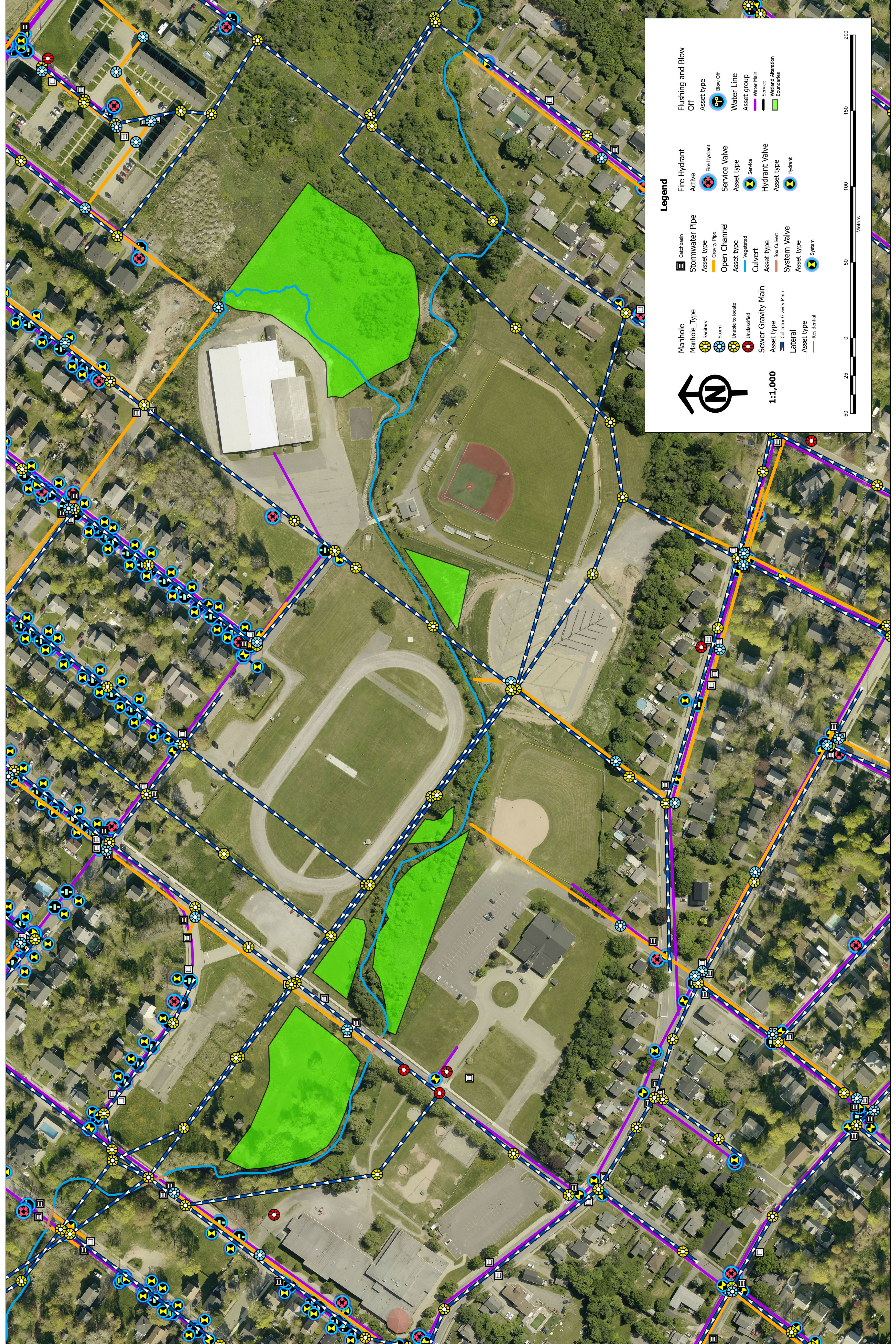
Kathleen Aikens

Executive Director

Atlantic Coastal Action Program – Cape Breton

Date: _____

Schedule A – Compensation Site Property Mapping



Legend

Catchbasin	Fire Hydrant	Flushing and Blow Off
Manhole Type	Active Fire Hydrant	Asset type
Sanitary	Service Valve	Water Line
Storm	Asset type	Asset group
Unable to locate	Service Valve	Water Main
Unclassified	Service Valve	Service
Sewer Gravity Main	Hydrant Valve	Wetland Alteration
Asset type	Asset type	Boundaries
Collector Gravity Main	Hydrant	
Lateral		
Residential		
System Valve		
System Valve		
System Valve		

1:1,000

Scale: 0, 25, 50, 100, 150, 200 Meters

North Arrow

APPROVAL

**Province of Nova Scotia
Environment Act, S.N.S. 1994-95, c.1 s.1**

APPROVAL HOLDER: CAPE BRETON REGIONAL MUNICIPALITY

SITE PID: 15524945

APPROVAL NO: 2022-3058282-00

EXPIRY DATE: November 3, 2032

Pursuant to Part V of the Environment Act, S.N.S. 1994-95, c.1 s.1 as amended from time to time, approval is granted to the Approval Holder subject to the Terms and Conditions attached to and forming part of this Approval, for the following activity:

Water Approval - Wetland Alteration

Administrator: Doreen Mackley

Effective Date: November 4, 2022

The Minister's powers and responsibilities under the Act with respect to this Approval have been delegated to the Administrator named above. Therefore, any information or notifications required to be provided to the Minister under this Approval can be provided to the Administrator unless otherwise advised in writing.

TERMS AND CONDITIONS OF APPROVAL

Nova Scotia Department of Environment and Climate Change

Approval Holder: CAPE BRETON REGIONAL MUNICIPALITY

Project: WL1

Site:

PID	Civic #	Street Name	Street Type	Community	County
15524945				PORT MORIEN	CAPE BRETON COUNTY

Approval No: 2022-3058282-00

File No: 95100-30-SYD-2022-3058282

Grid Reference: Easting - 277088, Northing - 5113005

Reference Documents

- Application submitted October 5, 2022 and attachments.

1. Definitions

- a. Act means Environment Act, 1994-95, c.1, s.1, and includes, unless the context otherwise requires, the regulations made pursuant to the Act, as amended from time to time.
- b. Department means the Nova Scotia Department of Environment and Climate Change, and the contact for the Department for this approval is:
Nova Scotia Department of Environment and Climate Change
Eastern Region, Sydney Office
1030 Upper Prince Street, Suite 2
Sydney, Nova Scotia B1P 5P6

Phone: (902) 563-2100
Fax: (902) 563-2387
- c. Minister means the Minister of Environment and Climate Change and includes any person delegated the authority of the Minister.
- d. Site means a place where a designated activity and/or undertaking is occurring or may occur.

- e. Surface Watercourse means a watercourse as defined in the Environment Act, excluding groundwater.

2. Scope

- a. This Approval (the "Approval") relates to the Approval Holder(s) and their application and all documentation submitted to the Department prior to the issuance of this approval for the Wetland Alteration situated at or near WL1.
- b. The Approval Holder(s) shall ensure the designated activity is carried out in accordance with this Approval and reference documents, including the application and supporting documentation.

3. General

- a. The Approval Holder(s) shall conduct the Designated Activity in accordance with the following provisions:
 - i. The Act, as amended from time to time;
 - ii. Any standard adopted by the Department, as amended from time to time, which includes but is not limited to the following:
- b. Nothing in this Approval relieves the Approval Holder(s) of the responsibility for obtaining and paying for all licenses, permits, approvals or authorizations necessary for carrying out the work authorized to be performed by this Approval which may be required by municipal by-laws, provincial or federal legislation, or other organizations. The Minister does not warrant that such licenses, permits, approvals or other authorizations will be issued.
- c. No authority is granted by this Approval to enable the Approval Holder(s) to commence or continue the designated activity on lands which are not in the control or ownership of the Approval Holder(s). It is the responsibility of the Approval Holder(s) to ensure that such a contravention does not occur. The Approval Holder(s) shall provide, to the Department, proof of such control or ownership upon expiry of any relevant lease or agreement. Failure to retain said authorization may result in this Approval being cancelled or suspended.
- d. If there is a discrepancy between the reference documents and the terms and conditions of this Approval, the terms and conditions of this Approval shall apply.
- e. Any request for renewal or amendment of this Approval is to be made in writing, to the Department, at least ninety (90) days prior to the Approval expiry.
- f. The Approval Holder(s) shall not transfer, sell, lease, assign or otherwise dispose of this Approval without the written consent of the Minister. The sale of a controlling interest of a business or a transfer of the approval from a parent company to a subsidiary or an affiliate is deemed to be a transfer requiring consent.
- g. If the Minister cancels or suspends this Approval, the Approval Holder(s) remains subject to the penalty provisions of the Act.

- h. The Approval Holder(s) shall advise the Department in writing prior to any proposed extensions or modifications to the Activity and/or the Site. An amendment to this Approval may be required before implementing any extension or modification.
- i. The Approval Holder(s) shall immediately notify the Department of any incidents of non-compliance with this Approval.
- j. The Approval Holder(s) shall bear all expenses incurred in carrying out the environmental monitoring required under the terms and conditions of this Approval.
- k. Unless specified otherwise in this Approval, all samples required to be collected by this Approval shall be collected, preserved and analysed, by qualified personnel, in accordance with recognized industry standards and procedures that are all deemed acceptable to the Department.
- l. The Approval Holder(s) shall ensure that this Approval, or a copy, is present on Site while personnel are on Site.
- m. The Approval Holder(s) shall ensure that personnel directly involved in the designated activity are made fully aware of the terms and conditions of this Approval.
- n. The Approval Holder(s) shall notify the Department three business days prior to commencing construction of the Activity. The notification must include the Approval Number.
- o. Within 14 days of completion of the work authorized under this Approval, the Approval Holder(s) is required to submit, to the Department, the enclosed form entitled "Completion of the Approved Work".

4. Covenant Conditions

- a. The Approval does not authorize any activity that would:
 - i. prejudice any riparian rights of any owner or of any person lawfully in possession of or holding any lands abutting the watercourse;
 - ii. cause any damage or nuisance to adjacent or abutting land; or
 - iii. discharge surface water onto adjoining lands without the authorization of the affected landowner(s).
- b. By granting this Approval, the Department is not responsible for any damages as a result of the approved activities, including any water quality or quantity problems that may be encountered by the Approval Holder(s) or other parties.

5. Surface Water

- a. Monitoring during construction: The Approval Holder(s) shall ensure that the following water quality limits are met in the water resource downstream of construction activities:
 - i. Total Suspended Solids, Clear Flows (Normal Background Conditions):
 - (a) Maximum increase of 25 mg/l from background levels for any short term exposure (24 hour or less);
 - (b) Maximum average increase of 5 mg/l from background levels for longer term exposure (inputs lasting between 24 hours and 30 days);
 - ii. Total Suspended Solids, High Flow (Spring Freshets and Storm Events)
 - (a) Maximum increase of 25 mg/l from background levels at any time when background levels are between 25 mg/l and 250 mg/l ;
 - (b) Maximum increase of 10% over background levels when background is >250 mg/l;
- b. Additional surface water monitoring may be required at the request of the Department.
- c. If directed by the Department, the Approval Holder(s) shall install erosion and sedimentation controls prior to the commencement of the construction activities.
- d. If directed by the Department, the Approval Holder(s) shall install and maintain erosion and sedimentation controls in line with industry best practices (e.g., Nova Scotia Environment Erosion and Sediment Control Handbook for Construction Sites) as work progresses. The controls shall remain in place until areas disturbed by construction activities are stabilized so that the risk of release of sediment to a water resource has been mitigated.
- e. The Approval Holder(s) shall immediately contact the Department should sulphide bearing material be encountered on the Site.
- f. Any silted water pumped from work areas shall be directed to vegetated areas, settling ponds, or other treatment devices that mitigate the risk of release of sediment to a water resource.
- g. The Approval Holder(s) shall ensure that the following activities take place at a distance of a minimum of thirty (30) metres from a surface watercourse or wetland in an area such that a release will not enter a surface watercourse or wetland:
 - i. Fuel storage, refueling, and/or lubrication of equipment;
 - ii. Washing of machinery or equipment; and
 - iii. Storage of equipment, excavated/stockpiled materials, and potential contaminants.

6. Releases

- a. Releases shall be reported in accordance with the Act.
- b. Spills or releases shall be cleaned up in accordance with the Act.

7. Construction

- a. The Approval Holder(s) shall limit the size of the disturbed area to the approved area for the alteration.
- b. Once the soils in the approved area of alteration have been exposed, the approved activity shall commence immediately.
- c. Any equipment used for work within a watercourse or wetland shall be mechanically sound, with no fuel or oil leaks.
- d. The Approval Holder(s) shall notify the Department in the event new information relating to identification of wetland boundary(ies) or functional assessment(s) are encountered during any phase of construction activities associated with the approved activity.
- e. An emergency spill-kit must be kept on site when vehicles (including machinery) or equipment is used in a watercourse.
- f. Upon completion of construction, modification, or maintenance work all debris resulting from the work must be removed from the work site.

8. Contingency Plan

- a. The Approval Holder(s) shall develop a contingency plan. This plan is to meet the requirements of the Department's "Contingency Planning Guidelines", as amended from time to time. The plan is to include, but is not limited to:
 - i. general procedures for routine or major emergencies (e.g. equipment break-down, upset conditions, maintenance, etc.);
 - ii. a plan for dealing with emergency issues including but not limited to fires, explosions, and releases;
 - iii. a procedure for notifying the Department in the case of unforeseen changes to wetland boundaries and function during construction activities and proposed mitigation, which includes but is not limited to: changes or impacts associated with hydrological/hydrogeological conditions, biological conditions or discovery of species of conservation concern.
- b. The Approval Holder(s) shall ensure that the Contingency Plan is reviewed and updated whenever equipment or products change. The Contingency Plan is to be dated to reflect the most recent update.
- c. A copy of the Contingency Plan is to be maintained on Site at all times and is to be available for review immediately upon request by the Department.

- d. The Approval Holder(s) shall ensure that all employees are trained in accordance with the contingency plan and shall keep a record of training at the facility for a minimum period of five (5) years.

9. Post Construction

- a. A detailed compensation plan, including key restoration/enhancement performance objectives and/or Letter of Understanding is required on or before May 4 after approval is issued, unless otherwise authorized in writing by the Department.

10. Site Specific Conditions

- a. The following are the monitoring requirements for Wetlands 1 & 2;
 - a baseline monitoring event shall occur prior to the commencement of construction
 - a five year (post construction) monitoring plan



COMPLETION OF THE APPROVED WORK

A condition of this Approval requires that the Approval Holder notify Nova Scotia Department of Environment and Climate Change that the work authorized is complete.

Please enter the information on this sheet and return it to Nova Scotia Department of Environment and Climate Change at the following address:

Nova Scotia Department of Environment and Climate Change
Inspection, Enforcement, and Compliance Division
Eastern Region, Sydney Office
1030 Upper Prince Street, Suite 2
Sydney, NS, B1P 5P6

Phone: 902-563-2100
Fax: 902-563-2387
ECC Contact: Karen Madden

APPROVAL NUMBER: 2022-3058282-00
NAME OF APPROVAL HOLDER: CAPE BRETON REGIONAL MUNICIPALITY
WORK AUTHORIZED: Wetland Alteration
DATE WORK WAS COMPLETED: _____
NAME OF CONTRACTOR: _____

COMMENTS: _____

Signature

Date

Wash Brook Wetlands Restoration Project

Compensation Project for Alteration Approval No. 2022-3058282-0

Type of Document:

Professional Services Agreement

ACAP Cape Breton
90 Esplanade, Sydney, NS
PO Box 28, Station "A", Sydney, NS, B1P 6G9
Phone: (902)567-1628
Email: ed@acapcb.ns.ca



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1. Agreement Summary

ACAP Cape Breton (ACAP), contracted by the Cape Breton Regional Municipality (CBRM), is in the process of designing and implementing a wetland alteration compensation project in the Wash Brook riparian floodplain in Sydney, Nova Scotia—as required by Nova Scotia Environment and Climate Change (NSECC) Alteration Approval No. 2002-3058282-0—to offset 1.4 hectares of wetland loss that occurred during the construction of the Port Morien Wastewater Treatment Plant in Port Morien, Nova Scotia.

As committed to in the signed ACAP-CBRM project Letter of Understanding (Appendix A), this Professional Services Agreement outlines partnership understandings to implement a wetland restoration project that satisfies the 2.8 hectare area-based offsetting requirement outlined in the CBRM Wetland Alteration Approval (No. 2022-3058282-00) to compensate for the wetland loss in Port Morien at a 2:1 ratio.

This agreement contains updated information regarding primary and secondary compensation plans as discussed to date with CBRM and with NSECC. It includes background information, project location information (Sections 4-5), compensation site detailed design drafts (Appendix B), timeline (Section 7), and budget information (Section 8). A Letter of Authorization is included in Appendix C, giving written permission for ACAP to submit a Wetland Alteration Application to NSECC and complete wetland restoration in select PIDs associated with the project footprint. Also included as required by NSECC is a Long-term Protection & Stewardship Agreement between CBRM and ACAP for the compensation sites (Appendix D).

Project design includes a two-phased approach and public education throughout both phases of project implementation. With Phase One complete, this document is the first step to implementation of Phase Two, wetland restoration beginning this spring (April 2026).

2. Proponents

ACAP will act as a contractor for the CBRM, implementing a wetland restoration project to satisfy the requirements laid out in NSECC Wetland Alteration Approval (No. 2022-3058282-00).

ACAP Cape Breton
Kathleen Aikens, Executive Director
Address: 90 Esplanade, Sydney, NS
Mailing Address: PO Box 28, Station “A”, Sydney NS, B1P 6G9
Phone: (902) 567-1628
Email: ed@acapcb.ns.ca

Cape Breton Regional Municipality
Matt Viva, CBRM Engineering
Address: 320 Esplanade, Sydney, Nova Scotia, B1P 7B9
Phone: (902) 563-5268
Email: mdviva@cbrm.ns.ca

3. Background

The Cape Breton Regional Municipality's construction of a wastewater treatment plant in Port Morien, Nova Scotia required alteration of 1.4 hectares of wetland. As directed by NSECC, this wetland alteration requires the CBRM to restore wetland area at a 2:1 compensation ratio, requiring restoration of 2.8 hectares wetland habitat to offset the wetland loss in Port Morien.

ACAP Cape Breton has been leading aquatic monitoring and habitat restoration projects in Cape Breton for 25 years. The project team has experience developing and implementing ecological monitoring protocols, stream habitat enhancement and restoration, and has a strong reputation for being able to deliver on collaborative community projects with a diversity of partners and stakeholders. ACAP offers their habitat monitoring, restoration, and enhancement services to the Cape Breton Regional Municipality as a result of wetland compensation requirements for the Port Morien Wastewater Treatment Plant Project, part of the CBRM Wastewater Infrastructure Project.

Wetlands provide significant ecosystem services, including water filtration, carbon sequestration, water retention, stream baseflow enhancement, and alterations in water chemistry. Wetlands also provide critical habitat for many species. The 2019 Report "Wet Loss, Net Loss" summarized the findings from a multisectoral forum on the state of wetlands in Cape Breton (Glassey, 2019). One of the significant challenges emphasized in the report was the loss of wetlands due to development, with offsetting activities primarily taking place off island.

In the community of Sydney in Unama'ki-Cape Breton, wetlands and riparian areas in the Wash Brook Watershed (Figure 1) have been lost and degraded over the course of the last century due to infilling and development. The watershed requires an integrated approach to stormwater management, including reconstruction and restoration of wetland areas in the riparian floodplain along the Washbrook. ACAP's initial project concept and location along Wash Brook have been approved by NSECC. Based on details provided by Nova Scotia Environment on compensation requirements for the Port Morien (Approval No.2022-3058282-00) Wetlands Offsetting Project, ACAP is in the process of designing and implementing a wetland alteration compensation project in the Wash Brook riparian floodplain in Sydney, Nova Scotia.

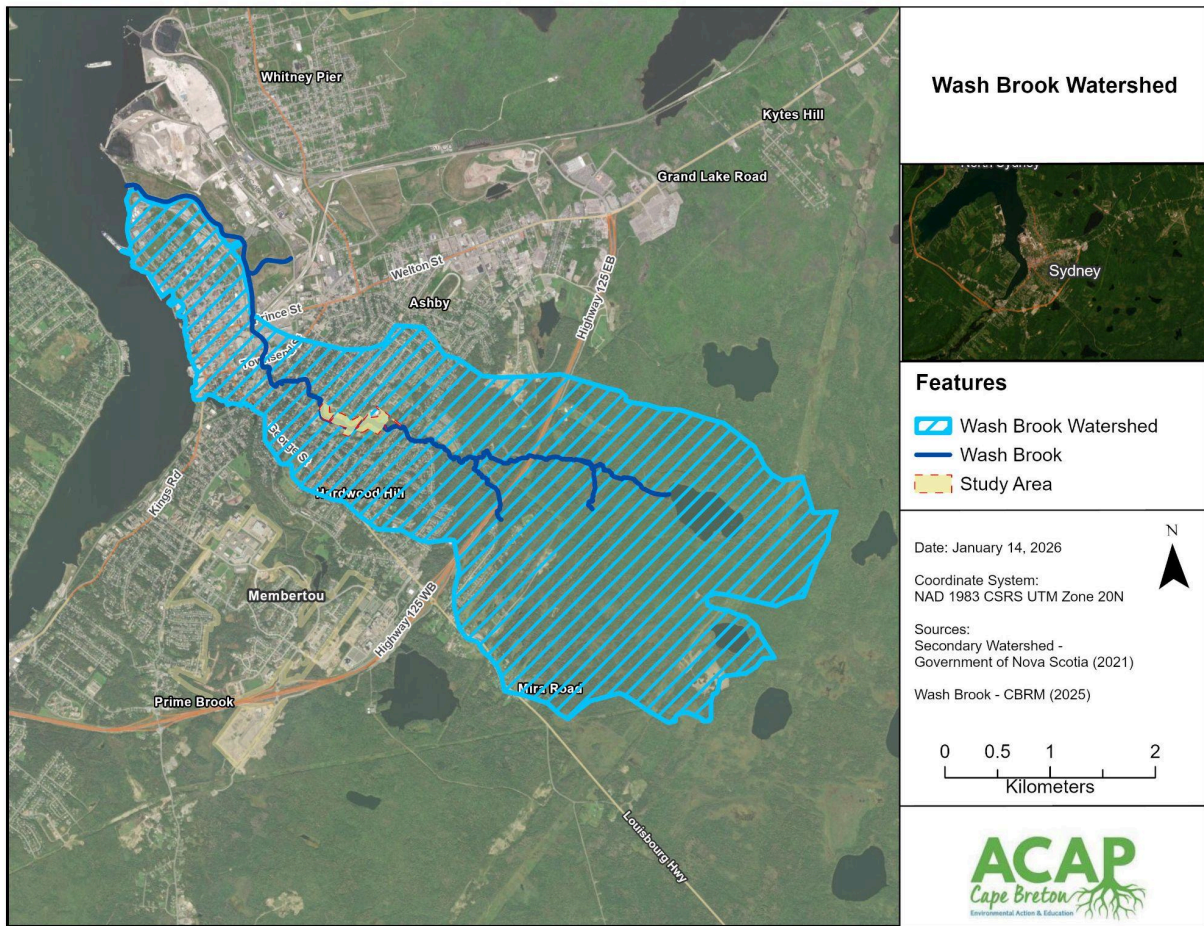


Figure 1. Location of proposed project within the Wash Brook Watershed in Sydney, Nova Scotia.

4. Project Overview

The compensation site is located within the Wash Brook Watershed in Sydney, Nova Scotia (Figure 1), with specific wetland restoration sites located within the floodplain and along the riparian zone of the Wash Brook (Figure 2). In Phase 1 of the project, ACAP will complete necessary background research and monitoring, including the development and implementation of a groundwater monitoring program, to inform the development of Phase 2, detailed planning and implementation of restoration to restore natural hydrology and habitat, re-establishing wetland areas in the Wash Brook floodplain. A combination of targeted excavation of infilled wetland areas, invasive species removal, wetland vegetation planting, and removal of waste and debris will comprise primary compensation activities. Proposed secondary compensation activities include the groundwater monitoring program, publishing public education materials, installation of wetland signage, and protection of existing wetlands and wetland buffers, as approved by Nova Scotia Environment and Climate Change (NSECC). Public education will be conducted throughout the project.

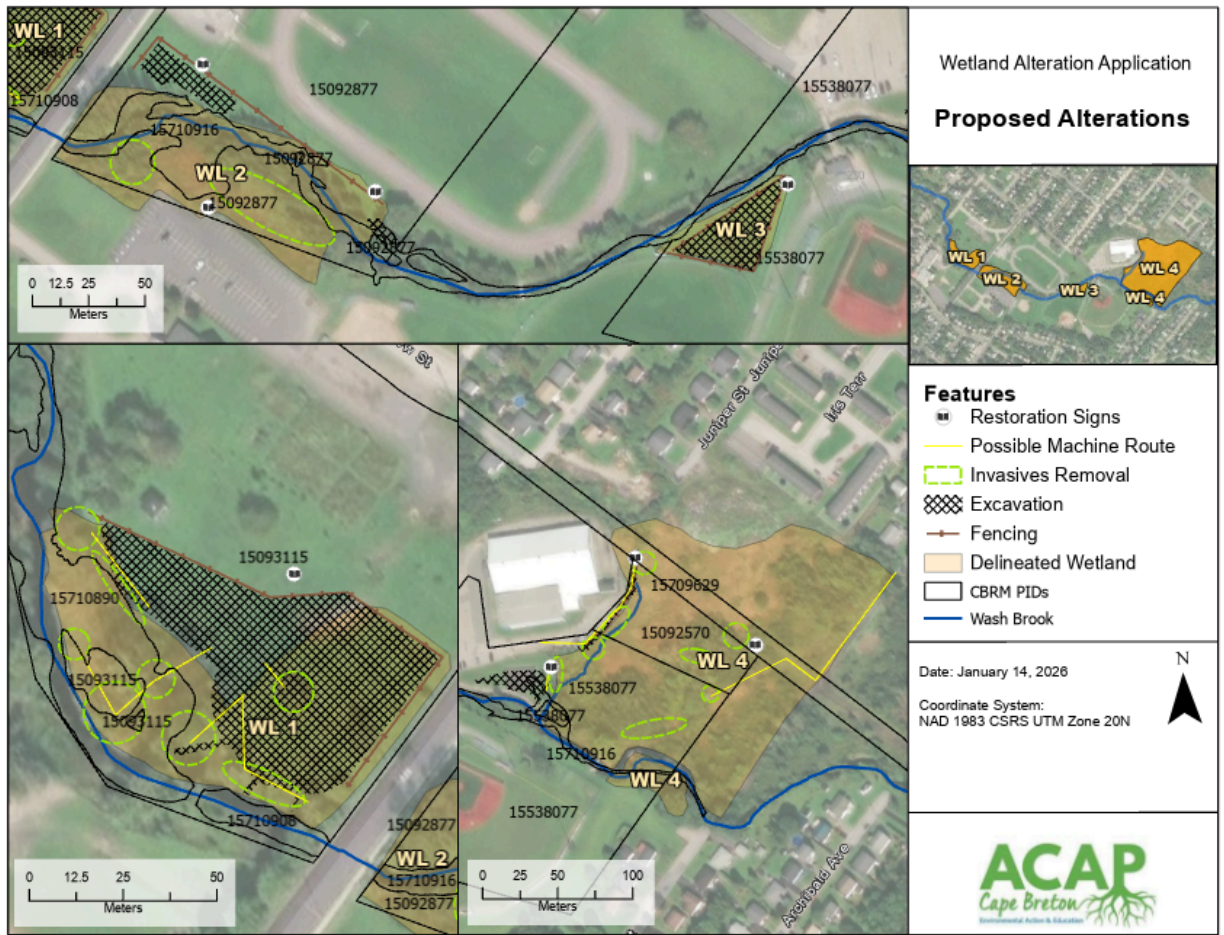


Figure 2. Wetland network restoration site design overview, ACAP Cape Breton, 2026.

As noted by Nova Scotia Environment, the costs to implement wetland compensation projects range from \$3 to \$10 per square metre depending on project location and complexity (Nova Scotia Environment, n.d.). A budget of \$3.25 per square metre was agreed to in the LOU between CBRM and ACAP, modeling the ‘cost per unit’ allocation after the standard rate charged by another wetland restoration proponent in the province. Since the signing of the LOU, ACAP’s initial project planning and costing noted a higher cost per square meter given the urban location, considerations of flood risk, infrastructure conflicts, invasive species removal, and restoration interventions required. A higher total planning and implementation cost is required to implement sufficient offsetting to satisfy NSECC requirements, leaving a deficit of project funding based on the CBRM contribution. ACAP was able to secure matching funding to enable adequate primary and secondary compensation credits through partnership with the Washbrook Greenway Coalition who have secured project funding to implement a wetland restoration project to complement the development of the Washbrook Greenway, an active transportation route connecting green spaces, residential, and urban areas in the Wash Brook watershed. Given that the trail is located on CBRM property, the adjacent available wetland restoration areas overlap with the CBRM offsetting project footprint. ACAP is able to leverage this project to support CBRM wetland offsetting work.

5. Wetland Restoration Locations

All proposed restoration areas are on CBRM property spanning eight PIDs for which the associated wetlands and property owners are shown in Table 2. The PIDs associated with ‘Water Feature’ – as noted in data available from the Nova Scotia Property Records Database – do not represent the current extent of the Wash Brook stream bed and bank. Site reconnaissance determined that the ‘Water Feature’ PIDs do not comprise the stream bed or bank, and likely reference areas of groundwater saturation and flood zone extent in riparian areas. Based on consultation with Karen Madden, Nova Scotia Environment, it is our understanding that additional permitting is not required to work in these areas so long as we are not working within the stream bed or stream bank (K. Madden, personal communication, June 12, 2025).

Table 1. PIDs and ownerships associated with each wetland site.

Wetland ID	Intersecting PIDs	Property Owner
WL1: South End Public Gardens	15093115	CBRM
	15710890	Water Feature
	15710908	Water Feature
WL2: Track/Church	15710916	Water Feature
	15092877	CBRM
WL3: Ballfield	15710916	Water Feature
	15538077	CBRM
WL4: Centennial	15538077	CBRM
	15092570	CBRM
	15709629	CBRM (road parcel)

Construction of the Port Morien Wastewater Treatment Plant resulted in the alteration of approximately 1.4 hectares of wetland habitat. As directed by NSECC, compensation is required at a 2:1 ratio, resulting in a total compensation requirement of 2.8 hectares of restored wetland habitat. Total available restoration area in the approved project location along the Wash Brook is 22,050 m² or 2.2 ha. Individual site areas are: Wetland 1 - South End Public Gardens (5250 m²); Wetland 2 - Track/ Church (5195 m²); Wetland 3 - Ballfield (910 m²); and Centennial (10,695 m²). This proposal includes 2.2 hectares of primary compensation at the above noted locations, with secondary compensation activities offsetting the remaining 0.6 hectares, as approved by NSECC.

For drafts of compensation site detailed design plans, see Appendix B. These are included for CBRM reference and initial approval, and will be adapted as necessary following guidance from NSECC as part of the Wetland Alteration Approval Process.

6. CBRM Project Support

To ensure effective and succinct implementation of the wetland compensation project, ACAP is seeking the following support from CBRM:

- To ensure informed wetland restoration, effective protection of nearby infrastructure, and accurate relation to property boundaries, support from relevant CBRM departments and staff is requested. The two areas of support requested are an internal integrated infrastructure/resource scan meant to flag any conflicts with infrastructure that ACAP is not currently aware of through desktop scans and potentially through an infrastructure locate in the field. Surveys of select property lines may be required to avoid encroachment on adjacent private and federal properties.
- Brief all relevant staff and departments on newly restored wetland areas that comprise the compensation sites, noting that NSECC expects the compensation sites to be protected in perpetuity and in relation to the Long-term Protection & Stewardship Agreement and noting prohibited activities. ACAP will support CBRM by hosting a walk for relevant staff to tour the compensation sites post-restoration.
- CBRM review and interim project approvals as needed throughout project implementation to ensure transparency and accountability considerations necessary to ensure project completion.
- Facilitate site access where necessary, for example in gated locations.

7. Timeline

ACAP will complete the compensation project by December 1st, 2026, with monitoring and maintenance activities continuing for a 5 year period following restoration and as agreed to in the Long-term Protection & Stewardship Agreement (Appendix D).

This reconstruction and restoration project requires a phased approach to implementation, beginning with Phase One consisting of background research and monitoring followed by Phase Two, restoration design and implementation. Public education activities will be conducted throughout the project.

Table 2. Project timeline and key milestones.

Milestone	Date	Description
Letter of Understanding	November 2023	LOU signed between CBRM and ACAP outlining initial project understandings.
Project Phase One Begins: Groundwater Monitoring Program	June 2024	In consultation with hydrogeologist Fred Baechler, 5 groundwater monitoring wells were installed in key locations along Wash Brook to provide data on water table fluctuations.
Groundwater Monitoring	July 2024 - November 2025	Monthly data collection of groundwater data at 5 wells from July 2024 continuing until November 2025; Groundwater wells will continue to be maintained and data collected as part of on-going monitoring.
Public Education	November 2023 - December 2026	Outreach and knowledge sharing with CBRM council and staff, as well as the general public, focusing on wetland education and offsetting project awareness to ensure effective planning and long-term protection of wetland habitat infrastructure.
Background Research, Baseline Data Collection, & Consultation with NSECC	April - December 2025	Completion of background research to inform project planning and design; baseline data collection for avian, animal, vegetation, insect, and aquatic communities; on-going consultation with NSECC Wetland Specialist regarding project design and permitting.
Wetland Delineation and Functional Assessments	June - September 2025	Delineation of remnant wetland areas in the project footprint along Wash Brook; Completion of WESP-AC functional assessments for each remnant wetland.
Detailed Site Design	October 2025 - January 2026	Completion of draft detailed wetland restoration site design to be included in Wetland Alteration Approval package to be submitted to NSECC for final

		approval; analysis of groundwater data; consultation with subcontractors who will support invasive species removal and wetland construction/ excavation; invasive species inventories.
Plan Review	February 2026	Submission of draft Wetland Alteration Approval and Project Package, including detailed wetland restoration design, to CBRM for review and approval.
Professional Services Agreement & Letter of Authorization	February 2026	Professional Services Agreement which includes Letter of Authorization and Long-term Protection and Stewardship Agreement submitted to CBRM for review and signature, including draft of detailed site design for CBRM review and approval prior to Wetland Alteration Approval and Project Package submission to NSECC.
Wetland Alteration Approval Package	February 2026	Submission of Wetland Alteration Approval and Project Package to NSECC for review and approval.
Phase Two Begins: Wetland Restoration	April - October 2026	Wetland restoration activities including targeted excavation of fill to reestablish wetland hydrology, invasive species removal, and the seeding and planting of native wetland species; Community restoration event with local schools and volunteers.
Compensation Site Restoration Completion	October - December 2026	Compensation site restoration is to be completed by December 1, 2026, as agreed upon with NSECC.
Wetland Monitoring & Establishment Maintenance	2027 - 2031	Following project implementation, ACAP will continue to monitor and conduct minor maintenance as needed to support successful wetland establishment and invasive species control. Annual reporting to CBRM and NSECC will provide updates on project success and signal whether additional site

		<p>interventions are required.</p> <p>A final compensation project report will be submitted following year five of monitoring.</p>
--	--	--

8. Budget & Payment Schedule

Table 3. Project budget, milestones, and invoice dates.

Project Milestone	Description	Amount	Invoice Date
Phase One Complete	Groundwater monitoring, background research and collection of baseline data complete, initial restoration design complete.	\$45,500 (50%)	March 9, 2026
Phase Two Implementation	Final site permissions obtained, physical wetland restoration underway.	\$36,400 (40%)	June 15, 2026
Project Completion	Hold-back to be paid upon completion of compensation site restoration.	\$9,100 (10%)	December 1, 2026
	TOTAL CBRM Contribution	\$91,000	

9. Signatures

Kathleen Aikens
Executive Director, ACAP Cape Breton

Date

Matt Viva
Senior Manager, CBRM Engineering

Date

10. References

Glasse, B. Ed. (2019). Wet Loss, Net Loss. *The Impact of Policy and Climate Change on Wetlands*. Symposium & Workshop. May 15 -16, 2019, Cape Breton, N.S. Department of Biology, Cape Breton University.

Nova Scotia Environment. (n.d.). Wetland Compensation, What's Required and What Are My Options? Retrieved from https://novascotia.ca/nse/wetland/docs/Wetland_Compensation.pdf, January 16, 2025.

Municipal Natural Assets Initiative. (2020). *Cohort 2: National project overview*. <https://institute.smartprosperity.ca/sites/default/files/mnai-cohortsummary.pdf>

Wash Brook Wetland Compensation Project

Port Morien Wetland Alteration Approval No. 2022-3058282-0

April 14th, 2026

Matt Viva, CBRM Engineering Dept.

Elizabeth Jessome, ACAP Cape Breton



Port Morien WWTP Wetland Alteration



Cape Breton
Regional
Municipality

- Port Morien Wastewater Treatment Plant construction required alteration of a natural wetland
- Nova Scotia Environment and Climate Change (NSECC) required CBRM to obtain a Wetland Alteration Approval to alter an existing wetland
 - a **condition of the Alteration Approval is compensation for wetland loss**
- CBRM altered 1.4 hectares, required to restore 2.8 hectares wetland habitat
- Compensation project fully funded within approved Port Morien capital project → no cost to CBRM residents to restore wetland area

Compensation Project Background



- 2022 - A wetland compensation project has been developed for Wash Brook, with ACAP leading design and implementation of the proposed work.
- 2023 – CBRM/ACAP project LOU
- 2023 - Approval of initial project concept and location (Wash Brook floodplain) by NSECC
- 2026 - ACAP will complete the design, construction, and post-construction monitoring of the wetlands

Project Phases



Cape Breton
Regional
Municipality

Phase 1: Background research and monitoring, including the development and implementation of a groundwater monitoring program, conceptual design

Phase 2: Based on results from Phase 1, undertake detailed planning followed by implementation of compensation plan to restore natural hydrology and habitat, re-establishing wetland areas in the Wash Brook floodplain

Public outreach and education → ongoing throughout the project



Phase 1 - Background Research & Monitoring

- History of the site (written records, reports, photographs, oral history)
- Groundwater monitoring program - consult with Fred Baechler, hydrogeologist
- Surveys of avian, vegetation, insect, and aquatic communities
- Delineation of remnant wetland areas (outlining boundaries)
- Wetland Ecosystem Services Protocol - Atlantic Canada functional and benefit assessments remnant wetland areas
- Review of CBRM/ community infrastructure, planning to avoid conflict/ impact
- Conceptual design of compensation project, target areas in floodplain
- Ongoing consultation with NSECC Wetland Specialist regarding project design and permitting

Complete

Restoration Footprints on Existing Wetlands



ACAP Restoration Footprint
Existing Wetland

0 50 100 200
Meters



Page 99

	ACAP Restoration Footprint
	Washbrook Trail Plan
	Wastewater Device
	Stormwater Catchbasin
	Manholes
	Wastewater Line
	Stormwater Line
	Sewerline
	Ball Field Drainage
	Buildings

0 55 110 220
Meters

Infrastructure Considerations

Phase 2 - Detailed Planning & Implementation



- Detailed compensation site design
- Project-specific Wetland Alteration Approval package prepared for submission to NSECC → final project approvals
- Design approach
 - Low risk interventions
 - Extending current wetland areas, restoring historic wetland areas that were infilled
 - Designed to absorb pluvial and fluvial flood waters, no permanent standing water
 - Designed to be aesthetically beautiful, include a variety of native vegetation and flowering plants that attract butterflies and colorful birds
 - Removal of invasive species
 - Complement community (history, infrastructure, active transportation plans, community gathering places, sports facilities, flood mitigation efforts)
 - Integrate learning opportunities (urban centre near schools and attracting community members, tourists)

Compensation Credits Overview



- Primary compensation: physical restoration ~2 ha
 - Site 1: ~0.5 ha
 - Site 2: ~0.1 ha
 - Site 3: ~0.3 ha
 - Site 4: ~0.1 ha
 - Site 5: ~1 ha

- Secondary compensation: package to satisfy remaining 0.8 ha
 - Pre-restoration groundwater monitoring program
 - Public education materials and events
 - Educational signage
 - Protection of existing wetlands and buffer zones

Phase 2 continued...



- Restoration locations identified as suitable based onsite history, reports, proximity to the watercourse, existing wetland conditions, and absence of underground infrastructure
- Note: Compensation project co-benefit → becomes functioning stormwater infrastructure that needs no maintenance!
 - Not the purpose of the compensation project, but an inherent benefit given the location in a flood-prone area with stormwater challenges
 - New Brunswick case study found that protecting 1.37 hectares of wetland can deliver approximately \$1.4 million in stormwater services (Municipal Natural Assets Initiative, 2020)

Complete: Detailed design and NSECC package preparation

Next steps: CBRM review and project agreement updates; NSECC review and approval; Implementation.



Public Outreach & Education

- Connections with community groups to discuss project concept, Tomorrow's Legends, ballfield groups, active transportation & Washbrook Greenway Coalition, Southend Public Gardens, Brookland Elementary & Sherwood Park Education Centre, St. Marguerite Bourgeoys Parish
- Conversations with community elders and others who grew up in and/ or live in the neighbourhood
- Host events where participants support wetland restoration, walking tours (public, CBRM staff, interested Councillors)
- Outreach to/ involvement of local schools
- Communication package, including online content and on-site signage



Next Steps

- CBRM approval of proposed use of CBRM lands to complete the Port Morien wetland compensation requirements in the Wash Brook Watershed.
- ACAP submission of Wetland Alteration Application package and detailed design to NSECC, final project approval
- ACAP to complete Compensation Project by December 2026, spring and fall 2026 implementation windows (NSECC timeline related to Port Morien file)

**Request to Deem Municipal Property Surplus - Ryan Street,
Scotchtown (District 11)**

Motion

Moved by Councillor O'Quinn, seconded by Councillor Sheppard-Campbell, that Committee of the Whole recommend to Council to deem the subject property surplus and sell the said subject property pursuant to the Municipal Government Act.

Motion Carried



STAFF REPORT – COMMITTEE OF THE WHOLE

To: MAYOR CLARKE AND COUNCIL

Submitted by: Sheila Kolanko, Property Manager

Date: April 14th, 2026

**Subject: Request to Deem Municipal Property Surplus
Ryan Street, Scotchtown (District 11)
PID 15275514**

Origin

This report has been prepared in response to a letter of interest received from a resident of the Municipality requesting the Municipality consider the sale of municipally owned property for development purposes.

Recommendation

It is the recommendation of staff that the Committee of the Whole direct Council to pass a motion to deem the subject property surplus and sell the said subject property pursuant to the Municipal Government Act.

Background

A request was received asking the municipality to sell a property located on Ryan Street, Scotchtown ("subject property"). The subject property is identified as PID 15275514 and outlined in yellow on the attached map (Attachment "A"). The applicant is seeking to purchase the subject property for construction of a residential dwelling with an anticipated start date within 12 months of the date of closing.

The subject property is currently listed essential and identified in the Property Inventory database as required for municipal sewer and waterlines.

PID 15275514 is currently assessed at \$16,000.00.

INTERNAL REVIEW/EVALUATION:

An internal review has been completed, and staff have confirmed there is no CBRM infrastructure on the subject property. As such, CBRM does not require this property for municipal purposes and has no issue with the request.

LEGISLATIVE AUTHORITY

Section 50 (5)(b) of the *Municipal Government Act* states that

A municipality may sell property at market value when the property is no longer required for the purposes of the municipality.

Financial Implications

Once sold and developed, the property becomes taxable, contributing to higher property tax revenues.

Attachments

Attachment A – Municipal Property (PID 15275514)

A copy of this report can be obtained online at www.cbrm.ns.ca or by contacting the Office of the Municipal Clerk at 902-563-5010.

Report Prepared by: Sheila Kolanko, Property Manager

ATTACHMENT "A"



Illegal Dumping

Motion

Moved by Councillor Sheppard-Campbell, seconded by Councillor Gillespie, that Committee of Whole recommend to Council to request Cape Breton Regional Police Service (CBRPS) provide data to the Police Commission for the past two (2) years outlining: the number of investigations related to illegal dumping; and the number of charges resulting from those investigations.

Discussion:

- Illegal dumping fines

Motion Carried



City Hall
320 Esplanade
Sydney, NS B1P 7B9

Councillor Agenda Request Form

<p>X Included on Agenda (Submitted to Municipal Clerk's Office by 4:30 pm seven days before the meeting)</p>	<p>Late Item (Submitted to Municipal Clerk's Office by Noon the day before the meeting)</p>	<p>Request from the Floor: (New Business)</p> <ul style="list-style-type: none"> - Announcement - Referral - Submit Petition - Notice of Motion
--	---	--

Date of Council April, 2026

Meeting: Subject: Illegal Dumping

Motion for Council to Consider: That Council request the Cape Breton Regional Police Service (CBRPS) provide data to the Police Commission for the past two (2) years outlining: the number of investigations related to illegal dumping; and the number of charges resulting from those investigations.

Rationale: With the recent implementation of a new tipping fee, there is growing concern among residents that this may lead to an increase in illegal dumping throughout the CBRM.

Outcome Sought To obtain accurate data from CBRPS in order to better understand current enforcement levels and trends related to illegal dumping. This information will support informed discussion and proactive planning to address potential increases in such activity. Additionally, it will help reassure residents that enforcement measures are in place and that illegal dumping is being actively investigated and addressed within our communities.

Kim Sheppard-Campbell
Date March 30/2026

Received by Clerk's Department (date):
 March 30, 2026

Point Edward Marine Inc. and CBRM Lease/Sale Agreement

Motion

Moved by Councillor MacMullin, seconded by Councillor Gillespie, that Committee of Whole recommend to Council to receive a staff briefing at the April Council meeting on purchase of municipal property by Point Edward Marine Inc., located in the Sydport Industrial Park on Marine Drive, Edwardsville.

Discussion:

- CAO lease authority confirmed and briefing request
- Transparency and fairness
- Information sharing
- Multiple contracts previously requested
- CBRM website and public document access
- Market value assessment and municipal taxes
- Budget process
- Legal and financial process

Motion Carried

Point Edward Marine Inc. and CBRM Lease/Sale Agreement

Action

Councillor MacMullin proposed that Council direct CAO to instruct staff to hold any funds and not release any funds related to the property purchase until additional discussions with the CAO and Municipal Affairs have been completed, and all outstanding Council concerns are addressed. Mayor Clarke asked if Council was in agreement, and Council agreed by consensus.



City Hall
 320 Esplanade
 Sydney, NS B1P 7B9

Council Agenda Request Form

<p>X Included on Agenda (Submitted to Municipal Clerk's Office by 4:30 pm seven days before the meeting)</p>	<p>Late Item (Submitted to Municipal Clerk's Office by Noon the day before the meeting)</p>	<p>Request from the Floor: (New Business)</p> <ul style="list-style-type: none"> - Announcement - Referral - Submit Petition - Notice of Motion
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Date of Council Meeting: April 14, 2026

Subject: Point Edward Marine Inc. and CBRM Lease/Sale Agreement

Motion for Council to Consider:

That Committee of the Whole recommend Council receive a staff briefing at the April Council meeting on purchase of municipal property by Point Edward Marine Inc., located in the Sydport Industrial Park on Marine Drive, Edwardsville.

Reason:

The sale is the result of a lease agreement executed on July 27, 2015, which provides for the outright purchase of the leased property. However, Section 5(c) of the lease, stating that the term of the lease begins 30 days after the acquisition of lands by the Landlord (CBRM), raises questions regarding the timing and compliance of the lease and subsequent sale. Given that this transaction occurred 11 years ago and has not been brought before current Council for discussion or information, this would ensure that the lease and subsequent sale meet the statutory requirements of both CBRM policy and the Nova Scotia Municipal Government Act (MGA).

Prior to the briefing, I request all members of Council be provided with documentation and information including the official dates on which CBRM purchased each PID listed in the lease, the official date of sale to tenant, any public notices regarding the lease or sale opportunity, Council minutes documenting the declaration of the land as surplus in accordance with CBRM policy, departmental review memos confirming that the property was no longer required for municipal purposes, market appraisals or valuations supporting the sale, the written notice received by CBRM to trigger the purchase, the notice to purchase, the notice to extend the lease, and any other documentation relevant to ensuring compliance with both CBRM policy and the Nova Scotia Municipal Government Act.

Outcome Sought:

That Council be satisfied that the lease and subsequent sale of CBRM property to Point Edward Marine Inc. complies with all statutory requirements under CBRM policy and the Nova Scotia Municipal Government Act.

Councillor Earlene MacMullin

District 2

*Date:
 April 7, 2026*

*Received by Clerk's Department (date):
 April 7, 2026*

**Extended Producer Responsibility (EPR) Program for Sharps
Disposal**

Motion

Moved by Councillor MacNeil, seconded by Councillor Eldon MacDonald, that Committee of Whole recommend to Council to direct the Mayor to write to the Honourable Timothy Halman, Minister of Environment and Climate Change, requesting the Province of Nova Scotia establish a mandated Extended Producer Responsibility (EPR) program for sharps, requiring all sharps suppliers to fund the safe disposal of the products they sell.

Motion Carried



Councillor Agenda Request Form

<p>X Included on Agenda (Submitted to Municipal Clerk's Office by 4:30 pm seven days before the meeting)</p>	<p>Late Item (Submitted to Municipal Clerk's Office by Noon the day before the meeting)</p>	<p>Request from the Floor: (New Business) - Announcement - Referral - Submit Petition - Notice of Motion</p>
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Date of Council Meeting: April 14, 2026

Subject: Extended Producer Responsibility (EPR) Program for Sharps Disposal

Motion for Council to Consider: That Council direct the Mayor to write to the Honourable Timothy Halman, Minister of Environment and Climate Change, requesting the Province of Nova Scotia establish a mandated Extended Producer Responsibility (EPR) program for sharps, requiring all sharps suppliers to fund the safe disposal of the products they sell.

Rationale: Nova Scotia currently relies on a voluntary sharps disposal program operated by the Pharmacy Association of Nova Scotia (PANS). Under this program, pharmacies provide containers to clients who use sharps, and clients return full containers for safe disposal. While the intent is sound, significant gaps in delivery are putting public safety and environmental health at risk.

Participation is voluntary, there is no mechanism to compel payment. Some suppliers do not contribute, leaving the program critically underfunded. Furthermore, the current program only serves individuals who obtain sharps through a pharmacy. It does not address sharps from recreational use, veterinary practices, agricultural operations, or other non-pharmacy sources.

Outcome Sought:

The letter from the Mayor and council to Minister Halman request the Province establish a mandated EPR program for sharps that: (1) replaces the current voluntary funding model with a mandatory obligation on all sharps suppliers, ensuring stable and adequate funding for collection and disposal; (2) expands eligibility beyond pharmacy sourced sharps to include all sharps regardless of origin, including those used in recreational, veterinary, and agricultural settings; and (3) ensures collection infrastructure is consistently accessible and adequately resourced across the province, including all municipalities.

Steven MacNeil – District 8 Councillor
Date: April 7, 2026

Received by Clerk's Department (date):
April 7, 2026

Budget Line 8150 Fire Services

Motion

Moved by Councillor Gordon MacDonald, seconded by Deputy Mayor Paruch, that Committee of Whole recommend to Council to direct the CAO to request a report from Fire Services, in consultation with the Finance Department and the Clerk's Office, respecting Budget Line 8150 – Fire Services, with a review of the following:

- a) The application process, including eligibility criteria, evaluation methods, and any historic practices and standing motions; and
- b) the distribution of funding, including how funds are allocated among fire departments and any guiding Council motions or policies; and
- b) reporting and accountability requirements, including allowable expenditures, reporting timelines, and compliance mechanisms;
- c) that the report includes recommendations to improve transparency, consistency, and accountability in the application, distribution, and reporting of funding under Budget Line 8150;
- d) that in the interim, finance report quarterly to Council on distributed funds and their related expenditures.

Discussion:

- Clarification of budget line 8150
- Supporting transparency and accountability without any funding reductions
- Building on firefighter morale and moving forward collaboratively
- Leverage the completed provincial study by Transitional Solutions to guide future decisions
- Ensuring responsible stewardship of taxpayer dollars

Motion Carried



City Hall
320 Esplanade
Sydney, NS B1P 7B9

Council Agenda Request Form

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Included on Agenda
(Submitted to Municipal Clerk's Office by 4:30 pm seven days before the meeting) | <input type="checkbox"/> Late Item
(Submitted to Municipal Clerk's Office by Noon the day before the meeting) | <input type="checkbox"/> Request from the Floor: (New Business)
- Announcement
- Referral
- Submit Petition
- Notice of Motion |
|---|---|---|

Date of Council Meeting: April 14/2026

Subject: Budget Line 8150 Fire Services

That Committee of the whole recommend Council direct the CAO to request a report from Fire Services, in consultation with the Finance Department and the Clerk's Office, respecting Budget Line 8150 – Fire Services, with a review of the following:

- a) The application process, including eligibility criteria, evaluation methods, and any historic practices and standing motions; and
- b) the distribution of funding, including how funds are allocated among fire departments and any guiding Council motions or policies; and
- c) reporting and accountability requirements, including allowable expenditures, reporting timelines, and compliance mechanisms; and
- d) that the report includes recommendations to improve transparency, consistency, and accountability in the application, distribution, and reporting of funding under Budget Line 8150; and
- e) that in the interim, finance report quarterly to Council on distributed funds and their related expenditures.

Rationale: During budget deliberations, Council was unable to obtain detailed information on how funding under Budget Line 8150 is allocated and reported. Given the long-standing nature of this funding framework (in place since 1996, as reported by staff), a review is required to support accountability, and equitable access to funding across all fire departments.

Outcome: Council is provided with clarity and accountability in the application, distribution, and reporting of Fire Services funding under Budget Line 8150.

Councillor Gordon MacDonald District 1
Date April 6/2026

Received by Clerk's Department (date):
Date April 6/2026



STAFF REPORT

TO: Mayor and Members of Council

PREPARED BY: Bruce MacDonald, Manager of Emergency Management

APPROVED BY: Mark Bettens, Chief

DATE: April 21st, 2026

SUBJECT: MOUs for one previously Designated CBRM Comfort Centre and one additional CBRM Designated Comfort Centre

RELEVANCE/PRIORITIES: The designation and operation of municipality designated comfort centres in alignment with the Nova Scotia Emergency Management *Comfort Centre Guidelines* dated December 12, 2022.

RECOMMENDATION

The attached Memorandums of Understanding between CBRM and partner organizations for one previously designated CBRM comfort centre and one additional CBRM designated comfort centres be approved.

EXECUTIVE SUMMARY

Comfort centres are an important tool that enhance a communities' resiliency to emergencies and reduce impacts of emergencies on vulnerable populations. It is important that comfort centres be identified and planned for in advance, locations advertised to the public, and that measures are taken to operate them safely¹.

The comfort centres discussed within this Staff Report are locations that will be operated on behalf of CBRM as designated comfort centres. Some community organizations may choose to offer refreshments, meals, and other services outside of CBRM designated comfort centres. This activity falls outside the scope of this Staff Report and the NSEMO, now known as the Department of Emergency Management (DEM), *Comfort Centre Guidelines*.

¹ NSEMO (now DEM) *Comfort Centre Guidelines* (2022) Section - Planning for Municipal Comfort Centres

Municipal comfort centres are intended to allow individuals to charge electronic devices, access internet or phone service, receive information from officials, warm up or cool off, and have light refreshments. Comfort centres are not intended to provide overnight accommodations, showers, or meals².

BACKGROUND:

There are no regulations or guidelines in Nova Scotia detailing the distribution of comfort centres within a municipality. The NSEMO (DEM) Comfort Centre Guidelines recommend comfort centres should be located in a central location, away from potential hazards.

CBRM Designated Comfort Centres

Comfort Centres may be opened in response to an emergency including a widespread loss of utilities or an extreme weather event.

The centres provide a temporary location for the public to access basic services such as warmth, cooling, washrooms, refreshments, charge cell phones, and receive information.

Comfort Centres do not provide 24 hour or overnight accommodations and are not intended to provide medical services.

CBRM designated comfort centres are pre-assessed by CBRM Emergency Management (CBRM EMO) for use as a comfort centre. Suitable locations are assessed as follows:

- Pre-inspection by CBRFES Fire Prevention Officer
- Pre-inspection by CBRM Buildings and By-Laws Inspector (if required upon review of FPO report)
- Potable water. If not on a municipal water supply, water must be regularly tested.
- Accessible entrance to the facility
- Accessible washroom
- Adequate tables and chairs
- An area to serve light snacks.
- If additional hot meal services are offered, a food handling safety course is required for those preparing meals in a Department of Environment inspected kitchen facility. CBRM EMO encourages the use of prepacked food items rather than serving prepared meals.
- Refrigeration for the storage of food and/or personal medical supplies.
- Emergency generator (preferred). Remember to practice generator safety.
- Additional items as may be required.

² NSEMO (now DEM) *Comfort Centre Guidelines* (2022) Section - Definition of Comfort Centre

Under the *NSEMO Comfort Centre Guidelines*, municipalities should sign a Memorandum of Understanding (MOU) with the organization that owns the comfort centre location³, (if required).

The provision of comfort centre support is part of an emergency plan, and an MOU is an agreement negotiated as part of that plan. Under CBRM's *Emergency Management* by-law E-100, part 7(1) and (2), agreements negotiated by the CBRM Emergency Management Planning Committee with other providers are not binding until approved by council.

Cooperating agencies asked to open a designated comfort centre by CBRM EMO will be provided a per diem or may submit receipts for the recovery of reasonable costs associated with providing comfort centre support. Reasonable costs currently include those incurred by the cooperating agency for refreshments, light snacks, and supplies. Any other costs will be considered on a case-by-case basis or outlined in the MOU between CBRM and the cooperating organization.

OPTIONS/DISCUSSION:

The previously designated CBRM comfort centre, and the one additional designated CBRM comfort centre proposed within the appendix of this report are located within areas of CBRM where no additional designated comfort centres are currently located, and an extended loss of utilities due to severe weather is not uncommon.

The following options are available in relation to the addition of the two CBRM designated comfort centres identified in Appendix A:

1. Council may approve for signature both Designated Comfort Centre MOUs contained in Appendix A
2. Council may approve for signature a portion of the Designated Comfort Centre MOUs contained in Appendix A
3. Council may decline to approve for signature the Designated Comfort Centre MOUs contained in Appendix A

FINANCIAL CONSIDERATIONS:

Additional funding may be required in the CBRM EMO budget proportional to any expansion in the number of designated comfort centre locations, and to cover the increase in operating costs due to emergency generator cost recoveries at previously designated comfort centres.

³ NSEMO Comfort Centre Guidelines (2022) Section - Planning

RISK CONSIDERATION:

Recent events within CBRM and the Province of Nova Scotia have reenforced the need for a formalized approach to the provision of comfort centre support following a disaster or an emergency.

OTHERS CONSULTED:

In addition to the review of applicable CBRM and Nova Scotia emergency management documentation including the newly approved *REMO Standards for Nova Scotia*, visits were performed to each of the proposed designated comfort centre locations and discussions held with representatives from each provider organization.

Original signed by,

Bruce MacDonald
Manager of Emergency Management
Cape Breton Regional Fire and Emergency Service

ATTACHEMENT

Appendix 1

**Memorandums of Understanding
with One Proposed and One Previously Designated Comfort Centres**

Memorandum of Understanding

For the use of a facility as a Comfort Centre or an Emergency Shelter

Between

Cape Breton Regional Municipality

and

The New Waterford Volunteer Fire Department

1. PREAMBLE

- 1.1. The Cape Breton Regional Municipality's Emergency Management Organization (hereafter known as "CBRM EMO") is coordinated by the Cape Breton Regional Municipality Emergency Management Coordinator (hereafter known as the "CBRM EMC").
- 1.2. As established under section 7(1) of CBRM by-law E-100, Emergency Management, C.B.R.M. Emergency Management Planning Committee may, as part of emergency plans, negotiate an agreement to be approved by Council with the Government of Canada, the Province of Nova Scotia, a municipality of a county or district, city, town, First Nations, or any other agency or any person.
- 1.3. Henceforth, the term CBRM EMC implies the authorized representative of CBRM EMO and the CBRM Emergency Planning Committee and includes designated alternates.

2. PARTIES

- 2.1. This Memorandum of Understanding (hereafter known as the "MOU") is made and entered into with Chief Matt Hawley as the authorized representative of New Waterford Volunteer Fire Department located at 3336 Walsh Ave, New Waterford and the Cape Breton Regional Municipality (hereafter known as "CBRM").

3. DEFINITIONS

- 3.1. **Comfort Center** – A comfort center is opened by a recognized community group or fire department and is intended to provide a location where community members who wish to remain in their homes but not have full services such as electricity, heat, water, etc. can gather during the day. Depending on the time of year and the type of emergency, a comfort centre can serve several purposes – hot beverage, water, warmth, or cooling, charging station and information are key services provided. A comfort centre is not opened with the intention of turning into an overnight shelter operation.

3.2. Emergency Shelter – an Emergency Shelter is location opened by the Nova Scotia Department of Community Services' Emergency Social Services (hereafter known as DCS) upon the request of the CBRM EMC in response to a large-scale emergency. Emergency shelters in Nova Scotia are managed on behalf of the DCS by the Canadian Red Cross (hereafter known as CRC). A shelter offers safety and fulfills basic needs including food, bed, medical care etc.

4. PURPOSE

- 4.1. The purpose of this MOU is to outline the process for the activation of a comfort centre on behalf of the CBRM for the provision of services to the community.
- 4.2. The process for the transition to an Emergency Shelter is outlined should shelter be required in response to the emergency.
- 4.3. This MOU does not restrict the Facility from opening a comfort centre outside of a request from CBRM EMO, however the comfort centre may not be eligible for cost recoveries, included within the official notices of CBRM comfort centre locations, or provided additional supports that may be available.
- 4.4. Comfort centres do not open in advance of a forecasted event or during the impact phase of an event or emergency as to not encourage travel when conditions may be unsafe. Individuals are encouraged to practice 72 hours personal preparedness whenever possible. Therefore, sufficient advance notice is routinely available prior to the facility receiving a request from CBRM EMO to open as a comfort centre.

5. TERM OF MOU

- 5.1. This MOU is effective upon the day and date last signed by the representatives authorized to do so by the participating parties, and will remain in effect until terminated in writing by either party.

6. RESPONSIBILITIES

- 6.1. New Waterford Volunteer Fire Department
 - 6.1.1. Upon the request of the CBRM EMC, the Facility agrees to open and to operate a comfort centre within six (6) hours in accordance with the CBRM Comfort Centre Guidelines and current Public Health measures.
 - 6.1.2. The Facility will provide sufficient volunteers to support the ongoing operation of the comfort centre during the hours and dates of operation agreed upon with the CBRM EMC.

6.1.3. The following information is to be provided to CBRM EMO by the Facility prior to opening as a comfort centre, with updates provided accordingly upon changes:

- Disclose any limitations to the availability of the Facility during the expected timeframe for operation.
- Contact information including phone numbers and email addresses for the individuals responsible for the operation of the centre.
- Dates and hours of operation.

6.1.4. Facility volunteers and/or staff are required to operate in a safe, respectful, and non-discriminating manner at all times.

6.1.5. The Facility will track and submit to the CBRM EMC the names of all volunteers and/or staff on site and separately track all community members utilizing the services of the facility.

6.1.6. Suitable facilities may receive a request from the CBRM EMC to open as, or transition into an Emergency Shelter. If such a request is received, the emergency shelter will be supplied and operated by the CRC under contract with the DCS. Volunteer support will not be required from the Facility for the operation of the emergency shelter aside from any support required to operate the infrastructure.

6.2. CBRM EMO

6.2.1. Whenever possible, the CBRM EMC will provide the Facility with a minimum of six (6) hours' advance notice of a request to provide comfort centre services to the community.

6.2.2. CBRM EMO recognizes facilities are multifunctional and access to the Facility may be limited due to pre-existing commitments. Comfort centre hours and dates of operation will be collaboratively determined by CBRM EMO and the Facility.

6.2.3. Will complete the necessary notifications of the hours and dates of operation to the Nova Scotia Emergency Management Office, CBRM Communications, and CBRM Integrated Communications.

6.2.4. Provide additional support as may be necessary or available, including but not limited to updated Public Health guidelines and associated hygiene products.

6.2.5. Unless otherwise agreed upon by CBRM, reasonable cost recoveries provided will be limited to snacks and refreshments with receipts, or a through a daily per diem as set by CBRM EMO. Additional recoveries may be considered by the CBRM EMC on a case-by-case basis.

6.2.6. CBRM EMO will not be responsible for any potential lost revenues of the venue while utilized as a comfort centre or emergency shelter.

7. TRANSITION TO A SHELTER

7.1. Based on the emergency, a request may be made to suitable facilities to open as, or to transition into an emergency shelter.

7.2. CBRM EMO will provide advance determination of the suitability of the Facility for use as a comfort centre and/or as an emergency shelter.

8. CANCELLATION OF MOU

8.1. This MOU may be terminated upon 30 days' notice in writing by either party without cause.

9. AUTHORIZING SIGNATURES

**Signed on behalf of New Waterford Volunteer
Fire Department**

**Signed on behalf of the Cape Breton
Regional Municipality**

Signature

Signature

Name (Print)

Name (Print)

Date

Date

Memorandum of Understanding

For the use of a facility as a Comfort Centre or an Emergency Shelter

Between

Cape Breton Regional Municipality

and

The John J. Nugent Firemen's Centre

1. PREAMBLE

- 1.1. The Cape Breton Regional Municipality's Emergency Management Organization (hereafter known as "CBRM EMO") is coordinated by the Cape Breton Regional Municipality Emergency Management Coordinator (hereafter known as the "CBRM EMC").
- 1.2. As established under section 7(1) of CBRM by-law E-100, Emergency Management, C.B.R.M. Emergency Management Planning Committee may, as part of emergency plans, negotiate an agreement to be approved by Council with the Government of Canada, the Province of Nova Scotia, a municipality of a county or district, city, town, First Nations, or any other agency or any person.
- 1.3. Henceforth, the term CBRM EMC implies the authorized representative of CBRM EMO and the CBRM Emergency Planning Committee and includes designated alternates.

2. PARTIES

- 2.1. This Memorandum of Understanding (hereafter known as the "MOU") is made and entered into with Marvin MacDonald as the authorized representative of John J. Nugent Firemen's Centre located at 1 Elliot Street, Sydney Mines and the Cape Breton Regional Municipality (hereafter known as "CBRM").

3. DEFINITIONS

- 3.1. **Comfort Center** – A comfort center is opened by a recognized community group or fire department and is intended to provide a location where community members who wish to remain in their homes but not have full services such as electricity, heat, water, etc. can gather during the day. Depending on the time of year and the type of emergency, a comfort centre can serve several purposes – hot beverage, water, warmth, or cooling, charging station and information are key services provided. A comfort centre is not opened with the intention of turning into an overnight shelter operation.

3.2. **Emergency Shelter** – an Emergency Shelter is location opened by the Nova Scotia Department of Community Services' Emergency Social Services (hereafter known as DCS) upon the request of the CBRM EMC in response to a large-scale emergency. Emergency shelters in Nova Scotia are managed on behalf of the DCS by the Canadian Red Cross (hereafter known as CRC). A shelter offers safety and fulfills basic needs including food, bed, medical care etc.

4. PURPOSE

- 4.1. The purpose of this MOU is to outline the process for the activation of a comfort centre on behalf of the CBRM for the provision of services to the community.
- 4.2. The process for the transition to an Emergency Shelter is outlined should shelter be required in response to the emergency.
- 4.3. This MOU does not restrict the Facility from opening a comfort centre outside of a request from CBRM EMO, however the comfort centre may not be eligible for cost recoveries, included within the official notices of CBRM comfort centre locations, or provided additional supports that may be available.
- 4.4. Comfort centres do not open in advance of a forecasted event or during the impact phase of an event or emergency as to not encourage travel when conditions may be unsafe. Individuals are encouraged to practice 72 hours personal preparedness whenever possible. Therefore, sufficient advance notice is routinely available prior to the facility receiving a request from CBRM EMO to open as a comfort centre.

5. TERM OF MOU

- 5.1. This MOU is effective upon the day and date last signed by the representatives authorized to do so by the participating parties, and will remain in effect until terminated in writing by either party.

6. RESPONSIBILITIES

6.1. John J. Nugent Firemen's Centre

6.1.1. Upon the request of the CBRM EMC, the Facility agrees to open and to operate a comfort centre within six (6) hours in accordance with the CBRM Comfort Centre Guidelines and current Public Health measures.

6.1.2. The Facility will provide sufficient volunteers to support the ongoing operation of the comfort centre during the hours and dates of operation agreed upon with the CBRM EMC.

6.1.3. The following information is to be provided to CBRM EMO by the Facility prior to opening as a comfort centre, with updates provided accordingly upon changes:

- Disclose any limitations to the availability of the Facility during the expected timeframe for operation.
- Contact information including phone numbers and email addresses for the individuals responsible for the operation of the centre.
- Dates and hours of operation.

6.1.4. Facility volunteers and/or staff are required to operate in a safe, respectful, and non-discriminating manner at all times.

6.1.5. The Facility will track and submit to the CBRM EMC the names of all volunteers and/or staff on site and separately track all community members utilizing the services of the facility.

6.1.6. Suitable facilities may receive a request from the CBRM EMC to open as, or transition into an Emergency Shelter. If such a request is received, the emergency shelter will be supplied and operated by the CRC under contract with the DCS. Volunteer support will not be required from the Facility for the operation of the emergency shelter aside from any support required to operate the infrastructure.

6.2. CBRM EMO

6.2.1. Whenever possible, the CBRM EMC will provide the Facility with a minimum of six (6) hours' advance notice of a request to provide comfort centre services to the community.

6.2.2. CBRM EMO recognizes facilities are multifunctional and access to the Facility may be limited due to pre-existing commitments. Comfort centre hours and dates of operation will be collaboratively determined by CBRM EMO and the Facility.

6.2.3. Will complete the necessary notifications of the hours and dates of operation to the Nova Scotia Emergency Management Office, CBRM Communications, and CBRM Integrated Communications.

6.2.4. Provide additional support as may be necessary or available, including but not limited to updated Public Health guidelines and associated hygiene products.

6.2.5. Unless otherwise agreed upon by CBRM, reasonable cost recoveries provided will be limited to snacks and refreshments with receipts, or a through a daily per diem as set by CBRM EMO. Additional recoveries may be considered by the CBRM EMC on a case-by-case basis.

6.2.6. CBRM EMO will not be responsible for any potential lost revenues of the venue while utilized as a comfort centre or emergency shelter.

7. TRANSITION TO A SHELTER

7.1. Based on the emergency, a request may be made to suitable facilities to open as, or to transition into an emergency shelter.

7.2. CBRM EMO will provide advance determination of the suitability of the Facility for use as a comfort centre and/or as an emergency shelter.

8. CANCELLATION OF MOU

8.1. This MOU may be terminated upon 30 days' notice in writing by either party without cause.

9. AUTHORIZING SIGNATURES

Signed on behalf of John J. Nugent Firemen's Centre

Signed on behalf of the Cape Breton Regional Municipality

Signature

Signature

Name (Print)

Name (Print)

Date

Date



STAFF REPORT

TO: CBRM Committee of the Whole
SUBMITTED BY: Demetri Kachafanas, CAO
DATE: April 13, 2026
SUBJECT: **Government Enterprise Agreement - ESRI Canada**

ORIGIN

Staff initiated.

RECOMMENDATION

It is recommended that:

CBRM Council Direct the CAO to enter into a 3-year Small Government Enterprise Agreement with ESRI Canada to allow continued use and support of Arc GIS mapping software and services.

BACKGROUND

The Planning and Development Department utilizes ESRI mapping software as a core component of its daily operations to support municipal planning activities. This software enables staff to effectively manage and analyze spatial data related to land use, zoning, and infrastructure projects.

Key functions include maintaining a web-based public mapping resource, conducting spatial analysis to inform potential growth scenarios, and managing parcel fabric and associated data. These tools are essential in supporting evidence-based decision-making and long-term planning initiatives.

Support for ESRI software extends beyond the Planning and Development Department. While the department uses the software to provide mapping support across multiple municipal functions, its use is widespread across the organization, with over 100 employees utilizing the software in various ways. This includes staff in Planning and Development, Engineering, Water and Wastewater, Public Works, Police, Fire, Emergency Management (EMO), Recreation, and Transit, as well as 311 services.

Dedicated Geographic Information Systems (GIS) technicians within the department also provide support to all other municipal business units by responding to specialized mapping and data requests. In addition, the software supports a range of operational functions such as asset inventory and field data collection in Public Works, live web mapping for Transit, web-based mapping applications for EMO and Recreation, and data collection by external contractors. Notably, the software serves as a critical component of the asset management systems (Cltyworks) used by Engineering and Public Works.

The Cape Breton Regional Municipality (CBRM) has utilized mapping and asset management software provided by ESRI Canada for several years. This includes the use of ArcGIS and its related extensions and tools. Collectively, this software represents a foundational resource for GIS operations within CBRM, delivering significant value to the Planning and Development Department and enhancing service delivery across the organization.

DISCUSSION

Funding for ESRI software has been allocated under the approved operating budget for 2026/27. As the ESRI contract is structured over a three-year period, a resolution by Council is required to approve multi-year term exceeding 1 year. The proposed contract sets out the annual cost for the three-year term, this includes a cost of \$78,300 in the first year, \$80,650 in the second year, and \$83,070 in the third (final year) of the contract period. Applicable taxes are not included.

A copy of the contract is available subject to a request to the Municipal Clerks Department.

FINANCIAL IMPLICATIONS

There are no budget implications beyond those identified in the Discussion section of this report. Staff time required to complete this report has been allocated under the approved 2026/2027 operations budget for Planning and Development.

LEGISLATIVE AUTHORITY

Part II, Section 31 of the *Municipal Government Act (MGA)*.

ALTERNATIVES

CBRM Council may choose not to recommend that the CAO enter into the subject contract with ESRI Canada. This option is not recommended for reasons outlined in this report as it would significantly impact the function of our GIS division under the Planning and Development Department, and will impact other municipal business units that rely on spatial analysis and data provided through use of the subject software.

A copy of this report can be obtained online at www.cbrm.ns.ca or by contacting the Office of the Municipal Clerk at 902-563-5010.

Report Prepared by: Tyson Simms, Director of Planning and Development, 902.574.1936

Revenue	Year To Date Assigned	11 Month Budget	11 Month Budget Variance	Annual Budget	Annual Budget Remaining
Total Taxes	122,590,481	122,052,547	537,934	133,148,233	10,557,752
Total Federal Government	3,345,833	3,345,833	-	3,650,000	304,167
Total Federal Government Agencies	789,246	789,246	-	860,996	71,750
Total Provincial Government	1,891,083	1,891,083	-	2,063,000	171,917
Total Provincial Government Agencies	3,798,122	3,906,032	(107,910)	4,261,126	463,004
Total Services to Other Local Government	856,419	856,419	-	934,275	77,856
Total Transit	1,515,647	3,046,167	(1,530,520)	3,614,000	2,098,353
Total Environmental Development Services	369,902	275,458	94,443	300,500	(69,402)
Total Licenses & Permits	106,364	44,458	61,906	48,500	(57,864)
Total Fines & Fees	921,787	1,100,000	(178,213)	1,200,000	278,213
Total Rentals	467,379	476,462	(9,083)	519,777	52,398
Total Concessions & Franchises	992,963	992,435	528	945,000	(47,963)
Total Interest	1,323,901	1,388,750	(64,849)	1,515,000	191,099
Total Finance Revenue	38,376	32,083	6,292	35,000	(3,376)
Total Solid Waste Revenue	3,031,969	3,389,744	(357,775)	4,125,000	1,093,031
Total Recreation & Cultural Service Programs	1,243,783	1,552,698	(308,915)	1,694,500	450,717
Total Water Utility Charges	11,618,721	11,618,721	-	12,674,968	1,056,247
Total Unconditional Transfers	14,573,841	14,516,185	57,656	15,835,838	1,261,997
Total Conditional Transfers	986,101	986,101	-	425,000	(561,101)
Total Extraordinary Revenue	1,030,414	-	1,030,414	-	(1,030,414)
Year To Date Assigned	\$ 171,492,332	\$ 172,260,423	\$ (768,091)	\$ 187,850,713	\$ 16,358,381

Departmental

Reviewed

Summary

Draft Statement of Expenditures

FEBRUARY 28, 2026

Expenditures	Year to date Expended	11 Month Budget	11 Month Budget Variance	Annual Budget	Annual Budget Remaining
Legislative	1,420,736	1,568,477	147,741	1,700,066	279,330
Administration	314,159	383,370	69,211	481,627	167,468
Finance	3,067,974	3,363,795	295,821	3,871,331	803,357
Legal	2,962,029	3,047,723	85,694	3,309,483	347,454
Human Resources	1,596,771	1,740,247	143,476	1,867,656	270,885
Technology & Communications	1,940,668	2,357,059	416,391	2,667,644	726,976
Municipal Clerk	487,603	494,798	7,194	665,585	177,982
Fiscal Services	36,748,684	36,759,053	10,369	41,982,024	5,233,340
Police Services	32,689,251	33,546,122	856,871	36,114,294	3,425,043
Fire Services (Incl EMO)	12,165,089	13,191,043	1,025,954	14,255,649	2,090,560
Engineering & Public Works	59,203,799	50,813,353	(8,390,446)	61,084,243	1,880,444
Planning	4,346,089	4,047,454	(298,635)	4,495,882	149,793
Facilities C200 & Arenas	5,550,467	4,451,083	(1,099,383)	4,753,430	(797,037)
Parks & Grounds	3,392,084	3,385,171	(6,913)	3,610,306	218,222
Buildings	3,781,773	3,655,164	(126,610)	3,937,806	156,033
Recreation	3,133,943	2,913,532	(220,412)	3,053,686	(59,160)
Total expended to date	\$ 172,801,120	\$ 165,717,444	\$ (7,083,676)	\$ 187,850,712	\$ 15,070,690

Departmental

Reviewed

Legislative	Year to date Expended	11 Month Budget	11 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	1,043,300	1,063,409	20,108	1,152,026	108,726
6010 BENEFITS	152,877	212,901	60,024	230,643	77,766
6030 TRAVEL/CONFERENCES	82,386	82,500	114	90,000	7,614
6040 PROFESSIONAL MEMBERSHIP/DUES & FEES	61,513	89,158	27,645	97,263	35,750
6050 OFFICE SUPPLIES	9,227	11,367	2,140	12,400	3,173
6060 OFFICE EQUIPMENT	3,688	5,042	1,353	5,500	1,812
6080 ADVERTISING	7,357	13,292	5,935	14,500	7,143
6100 COURIER	-	-	-	250	250
6110 TELEPHONE/FAX	22,196	30,648	8,451	33,434	11,238
6120 PUBL./SUBSCRIPTIONS	1,033	2,338	1,305	2,550	1,517
6130 COMPUTER HARDWARE	1,948	7,333	5,385	8,000	6,052
6150 MEETING EXPENSES	9,927	25,208	15,281	27,500	17,573
6170 PROMOTION	25,283	25,282	-	26,000	717
Total expended to date	\$ 1,420,736	\$ 1,568,477	\$ 147,742	\$ 1,700,066	\$ 279,330

Departmental

Finance

CAO	Year to date Expended	11 Month Budget	11 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	249,250	285,959	36,709	309,789	60,539
6010 BENEFITS	41,562	54,866	13,303	59,438	17,876
6020 TRAINING/EDUCATION	-	3,025	3,025	3,300	3,300
6030 TRAVEL/CONFERENCES	6,066	16,500	10,434	18,000	11,934
6040 PROFESSIONAL MEMBERSHIP/DUES & FEES	1,328	1,650	322	1,800	472
6050 OFFICE SUPPLIES	1,877	2,567	689	2,800	923
6110 TELEPHONE/FAX	1,333	2,292	959	2,500	1,167
6150 MEETING EXPENSES	475	3,667	3,192	4,000	3,525
6170 PROMOTION	4,006	4,583	577	5,000	994
8100 PROFESSIONAL SERVICES	8,262	8,262	-	75,000	66,738
Total expended to date	\$ 314,159	\$ 383,370	\$ 69,210	\$ 481,627	\$ 167,468

Departmental

Finance

	Year to date Expended	11 Month Budget	11 Month Budget Variance	Annual Budget	Annual Budget Remaining
Finance					
6000 WAGES/SALARIES	2,041,779	2,175,507	133,728	2,356,799	315,020
6010 BENEFITS	453,664	489,660	35,996	530,465	76,801
6020 TRAINING/EDUCATION	967	7,792	6,825	8,500	7,533
6030 TRAVEL/CONFERENCES	10,619	16,958	6,340	18,500	7,881
6040 PROFESSIONAL MEMBERSHIP/DUES & FEES	3,315	4,171	856	4,550	1,235
6050 OFFICE SUPPLIES	11,611	11,611	-	11,900	289
6060 OFFICE EQUIPMENT	6,385	11,917	5,532	13,000	6,615
6080 ADVERTISING	26,036	35,145	9,109	38,340	12,304
6090 POSTAGE	208,415	208,415	-	214,000	5,585
6100 COURIER	21,432	18,929	(2,503)	20,650	(782)
6110 TELEPHONE/FAX	16,634	16,634	-	17,500	866
6130 COMPUTER HARDWARE	6,588	13,750	7,162	15,000	8,412
6140 COMPUTER SOFTWARE	551	65,244	64,693	71,175	70,624
6180 COST RECOVERY	(263,454)	(263,454)	-	(360,000)	(96,546)
8010 OPERATIONAL MATERIALS/SUPPLIES	6,413	4,583	(1,830)	5,000	(1,413)
8100 PROFESSIONAL SERVICES	45,986	75,167	29,180	82,000	36,014
8110 CONTRACTS/AGREEMENTS	62,700	63,433	733	69,200	6,500
8120 LEASES	13,771	13,772	-	14,752	981
8180 TAX EXEMPT/WRITE OFF	394,563	394,562	-	740,000	345,437
Total expended to date	\$ 3,067,974	\$ 3,363,795	\$ 295,821	\$ 3,871,331	\$ 803,357

Departmental

Finance

Legal	Year to date Expended	11 Month Budget	11 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	589,062	511,569	(77,493)	554,200	(34,862)
6010 BENEFITS	121,963	121,646	(317)	131,783	9,820
6020 TRAINING/EDUCATION	-	5,958	5,958	6,500	6,500
6030 TRAVEL/CONFERENCES	1,123	4,125	3,002	4,500	3,377
6040 PROFESSIONAL MEMBERSHIP/DUES & FEES	14,163	16,500	2,337	18,000	3,837
6050 OFFICE SUPPLIES	2,409	3,208	799	3,500	1,091
6060 OFFICE EQUIPMENT	1,994	2,017	23	2,200	206
6070 PHOTOCOPYING SUPPLIES	1,654	3,208	1,555	3,500	1,846
6080 ADVERTISING	393	3,667	3,274	4,000	3,607
6100 COURIER	469	733	265	800	331
6110 TELEPHONE/FAX	4,089	4,000	4,000	4,000	(89)
6120 PUBLICATIONS/SUBSCRIPTIONS	21,477	21,477	-	22,000	523
6130 COMPUTER HARDWARE	3,829	3,829	-	4,000	171
6150 MEETING EXPENSES	-	458	458	500	500
6160 LIABILITY INSURANCE	2,099,911	2,245,833	145,923	2,450,000	350,089
6180 COST RECOVERY	-	-	-	-	-
8100 PROFESSIONAL SERVICES	99,495	99,495	-	100,000	505
Total expended to date	\$ 2,962,029	\$ 3,047,723	\$ 85,784	\$ 3,309,483	\$ 347,454

Departmental

Finance

Human Resources		Year to date Expended	11 Month Budget	11 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000	WAGES/SALARIES	1,024,689	1,196,240	171,551	1,295,927	271,238
6010	BENEFITS	282,188	290,658	8,469	314,879	32,691
6020	TRAINING/EDUCATION	8,129	9,029	900	9,850	1,721
6030	TRAVEL/CONFERENCES	17,486	17,486	-	17,500	14
6040	PROFESSIONAL MEMBERSHIP/DUES & FEES	2,594	3,208	615	3,500	906
6050	OFFICE SUPPLIES	20,125	15,000	(5,125)	15,000	(5,125)
6060	OFFICE EQUIPMENT	925	2,292	1,367	2,500	1,575
6080	ADVERTISING	1,055	2,750	1,695	3,000	1,945
6110	TELEPHONE/FAX	7,540	9,167	1,627	10,000	2,460
6120	PUBLICATIONS/SUBSCRIPTIONS	724	2,750	2,026	3,000	2,276
6130	COMPUTER HARDWARE	7,545	6,000	(1,545)	6,000	(1,545)
6150	MEETING EXPENSES	9,958	6,500	(3,458)	6,500	(3,458)
8100	PROFESSIONAL SERVICES	204,752	170,000	(34,752)	170,000	(34,752)
8110	CONTRACTS/AGREEMENTS	9,061	9,167	105	10,000	939
Total expended to date		\$ 1,596,771	\$ 1,740,247	\$ 143,476	\$ 1,867,656	\$ 270,885

Departmental

Finance

Technology/Communications	Year to date Expended	11 Month Budget	11 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	1,077,939	1,161,806	83,867	1,258,623	180,684
6010 BENEFITS	246,527	266,863	20,336	289,102	42,575
6011 MISCELLANEOUS BENEFITS	(34,963)	(100,062)	(65,099)	(109,158)	(74,195)
6020 TRAINING/EDUCATION	-	20,625	20,625	22,500	22,500
6030 TRAVEL/CONFERENCES	3,698	5,958	2,260	6,500	2,802
6040 PROFESSIONAL MEMBERSHIP/DUES & FEES	-	917	917	1,000	1,000
6050 OFFICE SUPPLIES	10,763	2,613	(8,150)	2,850	(7,913)
6060 OFFICE EQUIPMENT	2,537	3,667	1,129	4,000	1,463
6080 ADVERTISING	1,040	2,750	1,710	3,000	1,960
6110 TELEPHONE/FAX	35,264	45,833	10,569	50,000	14,736
6130 COMPUTER HARDWARE	45,491	165,000	119,509	180,000	134,509
6140 COMPUTER SOFTWARE	379,641	435,417	55,775	475,000	95,359
6150 MEETING EXPENSES	3,367	917	(2,450)	1,000	(2,367)
7070 BLDG/FACILITY RENTAL	21,279	21,279	-	22,000	721
8040 COMM EQUIPMENT LINES	790	2,292	1,501	2,500	1,710
8100 PROFESSIONAL SERVICES	28,722	55,000	26,278	60,000	31,278
8110 CONTRACTS/AGREEMENTS	117,368	159,683	42,315	174,200	56,832
8120 LEASES SAP	1,205	106,502	105,297	116,184	114,979
8130 LICENSES/PERMITS	-	-	-	108,343	108,343
Total expended to date	\$ 1,940,668	\$ 2,357,059	\$ 416,391	\$ 2,667,644	\$ 726,976

Departmental

Finance

	Year to date Expended	11 Month Budget	11 Month Budget Variance	Annual Budget	Annual Budget Remaining
Municipal Clerk					
6000 WAGES/SALARIES	322,226	322,763	537	349,660	27,434
6010 BENEFITS	73,983	71,931	(2,052)	77,925	3,942
6020 TRAINING/EDUCATION	4,951	5,042	91	5,500	549
6030 TRAVEL/CONFERENCES	945	4,583	3,638	5,000	4,055
6040 PROFESSIONAL MEMBERSHIP/DUES	2,246	1,400	(845)	1,400	(846)
6050 OFFICE SUPPLIES	3,001	3,001	-	3,000	-
6060 OFFICE EQUIPMENT	348	1,833	1,485	2,000	1,652
6070 PHOTOCOPYING SUPPLIES	22,025	22,025	-	23,500	1,476
6080 ADVERTISING	384	1,375	991	1,500	1,116
6100 COURIER	121	100	(22)	100	(21)
6110 TELEPHONE/FAX	1,635	3,850	2,215	4,200	2,565
6120 PUBLICATIONS/SUBSCRIPTIONS	2,669	1,800	(869)	1,800	(869)
6130 COMPUTER HARDWARE	-	-	-	3,000	3,000
6140 COMPUTER SOFTWARE	41,804	41,803	-	42,500	696
6150 MEETING EXPENSES	11,267	13,292	2,024	14,500	3,233
8110 CONTRACTS/AGREEMENTS	-	-	-	130,000	130,000
Total expended to date	\$ 487,603	\$ 494,798	\$ 7,194	\$ 665,585	\$ 177,982

Departmental

Finance

	Year to date Expended	11 Month Budget	11 Month Budget Variance	Annual Budget	Annual Budget Remaining
Fiscal Services					
8195 WATER SUPPLY & HYDRANTS	6,486,692	6,486,692	-	7,076,384	589,692
9010 INTEREST ON SHORT TERM BORROWING	-	-	-	400,000	400,000
9020 INTEREST ON LONG TERM DEBT	1,794,276	1,794,276	-	1,794,276	-
9050 PRINCIPLE ON LONG TERM DEBT	8,395,561	8,395,561	-	8,395,561	0
9052 DEBT/CAPITAL BOND DISC	-	-	-	63,000	63,000
9090 BANK CHARGES	80,279	80,279	-	85,000	4,721
9200 ALLOWANCE FOR UNCOLLECTABLE TAXES	-	-	-	600,000	600,000
9420 APPROPRIATION TO CAPITAL FUND	82,500	82,500	-	1,840,000	1,757,500
9430 APPROPRIATION TO B.I.D.C.s	212,427	212,427	-	229,004	16,577
9620 REGIONAL LIBRARY	645,150	645,150	-	703,800	58,650
9630 CAPE BRETON/VICTORIA SCHOOL BOARD	17,763,888	17,763,888	-	19,378,692	1,614,804
9640 PROPERTY ASSESSMENT COSTS	1,287,912	1,298,281	10,369	1,416,307	128,395
Total expended to date	\$ 36,748,684	\$ 36,759,053	\$ 10,369	\$ 41,982,024	\$ 5,233,340

Departmental

Finance

Police Services		Year to date Expended	11 Month Budget	11 Month Budget Variance	Annual Budget	Annual Budget Remaining
GL 6000, 6010 , & 6011 WAGES & BENEFITS NET OF COST RECOVERY		27,589,063	29,080,113	1,491,051	31,471,149	3,882,086
6020 TRAINING/EDUCATION		193,218	192,500	(718)	192,500	(718)
6030 TRAVEL/CONFERENCES		60,365	57,750	(2,615)	63,000	2,635
6040 PROFESSIONAL MEMBERSHIP/DUES & FEES		3,483	1,100	4,583	5,000	1,517
6050 OFFICE SUPPLIES		36,241	44,688	8,446	48,750	12,509
6060 OFFICE EQUIPMENT		49,761	72,417	22,656	79,000	29,239
6070 PHOTOCOPYING SUPPLIES		-	9,167	9,167	10,000	10,000
6080 ADVERTISING		683	5,500	4,817	6,000	5,317
6100 COURIER		17,094	13,000	(4,094)	13,000	(4,094)
6110 TELEPHONE/FAX		301,986	295,000	(6,986)	295,000	(6,986)
6120 PUBLICATIONS/SUBSCRIPTIONS		4,793	5,500	707	6,000	1,207
6130 COMPUTER HARDWARE		275,460	270,000	(5,460)	270,000	(5,460)
6140 COMPUTER SOFTWARE		634,850	650,833	15,983	710,000	75,150
6150 MEETING EXPENSES		12,011	11,000	(1,010)	11,000	(1,010)
6170 PROMOTION		9,124	9,167	42	10,000	876
7000 HEAT		17,536	29,333	11,798	32,000	14,464
7010 ELECTRICAL		124,461	124,000	(462)	124,000	(461)
7020 WATER		16,317	8,525	(7,793)	8,525	(7,792)
7030 BUILDING/FACILITY MAINTENANCE		88,478	85,250	(3,228)	93,000	4,522
7040 BUILDING FACILITY REPAIR		6,333	13,750	7,417	15,000	8,667
7060 BUILDING/FACILITY RENOVATION		31,956	15,000	(16,956)	15,000	(16,956)
7070 BUILDING/FACILITY RENTAL		98,098	92,583	(5,515)	101,000	2,902
7110 SECURITY		(5,151)	1,833	6,984	2,000	7,151
7500 VEHICLE/EQUIPMENT MAINTENANCE		27,999	27,500	(499)	30,000	2,001
7505 GASOLINE & DIESEL		406,825	458,333	51,508	500,000	93,175
7510 VEHICLE/EQUIPMENT REPAIRS		470,978	325,000	(145,979)	325,000	(145,978)
7530 VEHICLE/EQUIPMENT REPLACEMENT		604,024	580,000	(24,024)	580,000	(24,024)
7540 VEHICLE/EQUIPMENT RENTAL		1,193	1,833	640	2,000	807
7550 VEHICLE/EQUIPMENT TOWING		867	3,667	2,800	4,000	3,133
8000 OPERATIONAL EQUIPMENT		153,751	150,000	(3,751)	150,000	(3,751)
8010 OPERATIONAL MATERIALS/SUPPLIES		164,633	137,500	(27,133)	150,000	(14,633)
8020 MAINTENANCE EQUIPMENT		4,394	5,564	1,170	6,070	1,676
8040 COMMUNICATION EQUIPMENT LINES		5,730	500	(5,230)	500	(5,230)
8090 UNIFORMS/CLOTHING		216,048	175,000	(41,049)	175,000	(41,048)
8100 PROFESSIONAL SERVICES		232,558	150,000	(82,558)	150,000	(82,558)
8110 CONTRACTS/AGREEMENTS		76,856	87,083	10,228	95,000	18,144
8120 LEASES		60,616	144,650	84,034	157,800	97,184
8125 MAJOR INVESTIGATIONS		622,740	180,000	(442,740)	180,000	(442,740)
8130 LICENSES/PERMITS		45,776	3,000	(42,776)	3,000	(42,776)
8150 GRANT S/SUBSIDIES TO ORGANIZATIONS		28,100	25,000	(3,100)	25,000	(3,100)
Total expended to date		\$ 32,689,251	\$ 33,546,122	\$ 856,871	\$ 36,114,294	\$ 3,425,043

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Departmental

Finance

Police Services Revenue	Year to date Assigned	11 Month Budget	11 Month Budget Variance	Annual Budget	Annual Budget Remaining
4751 RECORDS INQUIRIES	118,384	183,333	(64,950)	200,000	81,616
5151 FINES	228,273	275,000	(46,727)	300,000	71,727
Total Revenue to date	\$ 346,657	\$ 458,333	\$ (111,677)	\$ 500,000	\$ 153,343

Departmental

Finance

Fire Services

Draft Statement of Expenditures

FEBRUARY 28, 2026

	Year to date Expended	11 Month Budget	11 Month Budget Variance	Annual Budget	Annual Budget Remaining
Fire Services Including EMO					
6000 WAGES/SALARIES	6,905,157	6,694,152	(211,005)	7,251,998	346,841
6010 BENEFITS	1,586,862	1,660,652	73,791	1,799,040	212,178
6011 MISCELLANEOUS BENEFITS	30,024	41,824	11,799	45,626	15,602
6020 TRAINING/EDUCATION	92,828	217,433	124,605	237,200	144,372
6030 TRAVEL/CONFERENCES	52,924	55,000	2,075	60,000	7,075
6040 PROFESSIONAL MEMBERSHIP/DUES & FEES	7,321	10,358	3,038	11,300	3,979
6050 OFFICE SUPPLIES	9,522	10,083	562	11,000	1,478
6060 OFFICE EQUIPMENT	2,549	8,708	6,159	9,500	6,951
6080 ADVERTISING	-	1,375	1,375	1,500	1,500
6110 TELEPHONE/FAX	46,300	41,348	(4,952)	41,348	(4,952)
6120 PUBLICATIONS/SUBSCRIPTIONS	10	550	540	600	590
6130 COMPUTER HARDWARE	1,521	10,542	9,021	11,500	9,979
6140 COMPUTER SOFTWARE	30,322	32,542	2,220	35,500	5,178
6150 MEETING EXPENSES	4,504	4,500	(4)	4,500	(4)
6170 PROMOTION	12,390	25,025	12,635	27,300	14,910
7000 HEAT	102,293	98,000	(4,292)	98,000	(4,293)
7010 ELECTRICAL	101,786	100,773	(1,013)	100,773	(1,013)
7020 WATER	38,661	36,667	(1,995)	40,000	1,339
7030 BUILDING/FACILITY MAINTENANCE	39,363	63,983	24,621	69,800	30,437
7040 BUILDING/FACILITY REPAIR	6,056	27,549	21,493	30,053	23,997
7060 BUILDING/FACILITY RENOVATION	14,326	5,000	(9,326)	5,000	(9,326)
7500 VEHICLE/EQUIPMENT MAINTENANCE	521,402	450,000	(71,402)	450,000	(71,402)
7505 GASOLINE & DIESEL	78,202	84,026	5,825	91,665	13,463
7530 VEHICLE/EQUIPMENT REPLACEMENT	-	46,292	46,292	50,500	50,500
8000 OPERATIONAL EQUIPMENT	26,866	20,000	(6,866)	20,000	(6,866)
8010 OPERATIONAL MATERIALS/SUPPLIES	(49,257)	567,930	617,187	619,560	668,817
8020 MAINTENANCE EQUIPMENT	59,865	52,000	(7,865)	52,000	(7,865)
8040 COMMUNICATION EQUIPMENT LINES	16,875	45,833	28,958	50,000	33,125
8090 UNIFORMS/CLOTHING	-	3,988	3,988	4,350	4,350
8100 PROFESSIONAL SERVICES	53,189	64,281	11,092	70,125	16,936
8110 CONTRACTS/AGREEMENTS	66,745	12,500	(54,245)	12,500	(54,245)
8120 LEASES	84,938	113,896	28,958	124,250	39,312
8130 LICENSES/PERMITS	152,237	273,210	120,973	298,047	145,810
8150 GRANTS/SUBSIDIES TO ORGANIZATIONS	303	16,340	16,037	17,825	17,522
Total expended to date	2,076,320	2,294,681	218,361	2,503,289	426,969
	\$ 12,165,089	\$ 13,191,043	\$ 1,025,954	\$ 14,255,649	\$ 2,090,560

Departmental

Finance

Municipal Services Agreement

Draft Statement of Revenue

FEBRUARY 28, 2026

Fire Services Revenue	Year to date Assigned	11 Month Budget	11 Month Budget Variance	Annual Budget	Annual Budget Remaining
4776 PROV NS FIRE PROTECTION GRANT	373,771	373,771	-	407,750	33,979
4776 MEMBERTOU MUNICIPAL SERVICES AGRMNT	482,648	482,648	-	526,525	43,877
Total Revenue to date	\$ 856,419	\$ 856,419	\$ -	\$ 934,275	\$ 77,856

Departmental

Finance

Engineering and Public Works Actuals to February 28, 2026

REVENUE	Year to date Expended	11 Month Budget	11 Month Budget Variance	Annual Budget	Annual Budget Remaining	% of Annual Budget
TRANSIT	1,515,647	3,046,167	(1,530,520)	3,614,000	(2,098,353)	0.42
SOLIDWASTE TIP FEES	2,454,373	2,750,000	(295,627)	3,000,000	(545,627)	0.82
SOLIDWASTE COST RECOVERIES	577,596	577,596	(0)	1,125,000	(547,404)	0.51
WATER UTILITY ADMIN FEE	11,618,721	11,618,721	-	12,674,968	(1,056,247)	0.92
TOTAL PW REVENUES	16,166,337	17,992,483	(1,826,146)	20,413,968	(4,247,631)	0.79
EXPENDITURES						
ADMINISTRATION	4,141,400	4,277,851	136,451	4,915,520	774,120	0.84
ENGINEERING	963,713	1,020,307	56,594	1,095,208	131,495	0.88
CENTRAL DIVISION	9,154,451	8,572,089	(582,362)	9,333,068	178,617	0.98
EAST DIVISION	8,256,209	7,550,459	(705,750)	8,192,278	(63,931)	1.01
NORTH DIVISION	3,710,758	3,478,421	(232,338)	3,820,216	109,458	0.97
SOLID WASTE	19,530,425	15,850,521	(3,679,904)	17,309,927	(2,220,498)	1.13
MECHANICAL FLEET	5,331,786	5,763,551	431,765	6,239,651	907,866	0.85
TRANSIT	8,115,057	9,341,384	1,226,327	10,178,375	2,063,318	0.80
TOTAL PW EXPENDITURES	59,203,799	55,854,583	(3,349,217)	61,084,243	1,880,444	0.97

Signature:

Chief Engineer of Engineering & Public Works

Chief Financial Officer

Director of Engineering & Public Works

Planning Department	Year to date Expended	11 Month Budget	11 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	1,695,616	1,847,027	151,411	2,000,945	305,329
6010 BENEFITS	450,536	464,272	13,736	502,961	52,425
6011 MISCELLANEOUS BENEFITS	(97,353)	(102,524)	(5,170)	(111,844)	(14,490)
6020 TRAINING/EDUCATION	6,261	18,792	12,530	20,500	14,239
6030 TRAVEL/CONFERENCES	35,501	40,792	5,290	44,500	8,999
6040 PROFESSIONAL MEMBERSHIP/DUES & FEES	4,790	9,213	4,422	10,050	5,260
6050 OFFICE SUPPLIES	10,825	15,583	4,759	17,000	6,175
6060 OFFICE EQUIPMENT	9,788	22,642	12,853	24,700	14,912
6080 ADVERTISING	3,718	20,808	17,091	22,700	18,982
6110 TELEPHONE/FAX	14,823	17,417	2,594	19,000	4,177
6120 PUBL./SUBSCRIPTIONS	-	367	367	400	400
6130 COMPUTER HARDWARE	15,165	61,417	46,252	67,000	51,835
6140 COMPUTER SOFTWARE	2,987	13,292	10,305	14,500	11,513
6150 MEETING EXPENSES	159	3,850	3,691	4,200	4,041
6170 PROMOTION	(3,766)	31,167	34,932	34,000	37,766
7130 DEMOLITIONS	-	-	-	120,000	120,000
8000 OPERATIONAL EQUIPMENT	10,732	31,167	20,435	34,000	23,268
8010 OPERATIONAL MATERIALS/SUPPLIES	1,889	5,958	4,069	6,500	4,611
8090 UNIFORMS / CLOTHING	8,376	10,083	1,707	11,000	2,624
8100 PROFESSIONAL SERVICES	8,641	40,104	31,464	43,750	35,109
8110 CONTRACTS/AGREEMENTS	490,351	843,333	352,983	920,000	429,649
8130 LICENSES/PERMITS	121,819	106,000	(15,819)	106,020	(15,799)
8135 REGULATORY FEES	51,562	44,000	(7,562)	44,000	(7,562)
8150 GRANTS/SUBS TO ORG	502,696	502,696	-	540,000	37,304
8165 COST RECOVERY	14,873	-	(14,873)	-	(14,873)
Total expended to date	\$ 4,346,089	\$ 4,047,454	\$ (283,762)	\$ 4,495,882	\$ 149,793

Departmental

Finance

	Year to date Assigned	11 Month Budget	11 Month Budget Variance	Annual Budget	Annual Budget Remaining
Bylaw Revenue					
5112 Vendor Licenses	\$ 14,150	\$ 13,292	\$ 858	\$ 14,500	\$ 350
5113 Animal Licenses	2,375	7,333	(4,958)	8,000	5,625
5114 Taxi Licenses	29,696	22,917	6,779	25,000	(4,696)
5115 Vending Machine Licenses	-	917	(917)	1,000	1,000
5301 Parking Meter Revenue	234,075	229,167	4,908	250,000	15,925
Total Bylaw Revenue	\$ 280,296	\$ 273,625	\$ 6,671	\$ 298,500	\$ 18,204
Development / Planning Revenue					
5496 Mapping Sales	\$ 275	\$ 458	\$ (183)	\$ 500	\$ 225
5495 Other Sales	15,103	4,583	10,520	5,000	(10,103)
5497 Lun Amendment Fees	4,300	4,583	(283)	5,000	700
5101 Building Permits	304,704	229,167	75,537	250,000	(54,704)
5102 Subdivision Fees	45,520	36,667	8,853	40,000	(5,520)
Total Develop / Planning Rev	\$ 369,902	\$ 275,458	\$ 94,443	\$ 300,500	\$ (69,402)
Total Bylaw / Dev / Planning Revenue	\$ 650,198	\$ 549,083	\$ 101,115	\$ 599,000	\$ (51,198)

Departmental

Finance

	Year to date Expended	11 Month Budget	11 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000 WAGES/SALARIES	2,091,544	1,794,901	(296,644)	1,944,476	(147,068)
6010 BENEFITS	399,247	401,265	2,018	434,704	35,457
6020 TRAINING	4,099	6,417	2,318	7,000	2,901
6030 TRAVEL/CONFERENCES	16,283	9,000	(7,283)	9,000	(7,283)
6040 PROFESSIONAL MEMBERSHIP/	1,736	4,583	2,847	5,000	3,264
6050 OFFICE SUPPLIES	4,768	5,042	274	5,500	732
6060 OFFICE EQUIPMENT	-	1,833	1,833	2,000	2,000
6080 ADVERTISING	4,111	4,583	472	5,000	889
6110 TELEPHONE/FAX	34,792	32,250	(2,543)	32,250	(2,542)
6130 COMPUTER HARDWARE	191	4,583	4,393	5,000	4,809
6140 COMPUTER SOFTWARE	11,974	2,500	(9,474)	2,500	(9,474)
6150 MEETING EXPENSES	3,028	3,000	(28)	3,000	(28)
7000 HEAT	190,226	105,000	(85,226)	105,000	(85,226)
7010 ELECTRICAL	884,480	820,417	(64,064)	895,000	10,520
7020 WATER	126,166	74,500	(51,666)	74,500	(51,666)
7030 BLDG/FACILITY MAINT	215,881	125,000	(90,881)	125,000	(90,881)
7040 BLDG/FACILITY REPAIR	48,890	77,917	29,027	85,000	36,110
7080 PLANT MAINTENANCE	128,866	95,000	(33,866)	95,000	(33,866)
7110 SECURITY	187,110	141,000	(46,110)	141,000	(46,110)
7510 VEH/EQUIP REPAIRS	5,569	20,625	15,056	22,500	16,931
8000 OPERATIONAL EQUIPMENT	136,548	18,000	(118,548)	18,000	(118,548)
8010 OPERATIONAL MATERIALS/SUF	162,255	155,833	(6,422)	170,000	7,745
8050 COST OF SALES	773,049	431,000	(342,049)	431,000	(342,049)
8090 UNIFORMS/CLOTHING	22,653	18,500	(4,153)	18,500	(4,153)
8100 PROFESSIONAL SERVICE	11,163	2,500	(8,662)	2,500	(8,662)
8110 CONTRACTS/AGREEMENTS	85,839	95,833	9,995	115,000	29,161
Total expended to date	\$ 5,550,467	\$ 4,451,083	\$ (1,099,383)	\$ 4,753,430	\$ (797,037)

Departmental

Finance

	Year to date Expended	11 Month Budget	11 Month Budget Variance	Annual Budget	Annual Budget Remaining
GL 4808 Advertising Revenue	18,082	36,667	(18,585)	40,000	21,918
GL 5001 Ice Rentals	919,033	1,022,083	(103,050)	1,115,000	195,967
GL 5002 Public Skating	1,239	1,239	-	2,000	761
GL 5006 Canteen Sales	918,644	918,644	-	864,500	(54,144)
GL 5010 Other Revenue	74,319	73,792	528	80,500	6,181
GL 5033 Program Equipment	8,938	27,500	(18,562)	30,000	21,062
GL 5034 Facility Rentals	264,326	430,833	(166,508)	470,000	205,674
Total Revenue To Date	\$ 2,204,581	\$ 2,510,758	\$ (306,177)	\$ 2,602,000	\$ 397,419

Departmental

Finance

Parks & Grounds		Year to date Expended	11 Month Budget	11 Month Budget Variance	Annual Budget	Annual Budget Remaining
6000	WAGES/SALARIES	1,598,090	1,686,554	88,464	1,827,100	229,010
6010	BENEFITS	364,120	421,159	57,039	456,256	92,136
6011	MISCELLANEOUS BENEFITS	9,865	2,500	(7,365)	2,500	(7,365)
6020	TRAINING/EDUCATION	8,318	9,167	849	10,000	1,682
6030	TRAVEL/CONFERENCES	1,666	9,167	7,501	10,000	8,334
6040	PROFESSIONAL MEMBERSHIP/DUES & FEES	-	183	183	200	200
6050	OFFICE SUPPLIES	1,853	1,200	(653)	1,200	(653)
6110	TELEPHONE/FAX	12,169	10,000	(2,170)	10,000	(2,169)
6130	COMPUTER HARDWARE	754	2,750	1,996	3,000	2,246
7000	HEAT	3,414	11,000	7,586	12,000	8,586
7010	ELECTRICAL	88,329	84,500	(3,828)	84,500	(3,829)
7020	WATER	45,387	38,750	(6,637)	38,750	(6,637)
7030	BUILDING/FACILITY MAINTENANCE	6,067	8,708	2,642	9,500	3,433
7110	SECURITY	-	9,350	9,350	10,200	10,200
7510	VEHICLE/EQUIPMENT REPAIRS	15,818	1,100	(14,718)	1,100	(14,718)
7530	VEHICLE/EQUIPMENT REPLACEMENT	128,783	100,000	(28,783)	100,000	(28,783)
7540	VEHICLE/EQUIPMENT RENTAL	52,494	25,000	(27,494)	25,000	(27,494)
8000	OPERATIONAL EQUIPMENT	47,887	45,000	(2,887)	45,000	(2,887)
8010	OPERATIONAL MATERIALS/SUPPLIES	356,807	366,667	9,859	400,000	43,193
8020	MAINTENANCE EQUIPMENT	39,668	59,583	19,916	65,000	25,332
8040	COMMUNICATION EQUIPMENT LINES	9,608	10,083	476	11,000	1,392
8080	STREET LIGHTS	23,224	45,833	22,609	50,000	26,776
8090	UNIFORMS/CLOTHING	5,619	11,917	6,298	13,000	7,381
8100	PROFESSIONAL SERVICES	8,460	5,000	(3,460)	5,000	(3,460)
8110	CONTRACTS/AGREEMENTS	563,685	420,000	(143,685)	420,000	(143,685)
Total expended to date		3,392,084	\$ 3,385,171	\$ (6,913)	\$ 3,610,306	\$ 218,222

Departmental

Finance

	Year to date Expended	11 Month Budget	11 Month Budget Variance	Annual Budget	Annual Budget Remaining
Buildings					
6000 WAGES/SALARIES	1,499,827	1,537,530	37,704	1,665,658	165,831
6010 BENEFITS	376,590	380,458	3,868	412,163	35,573
6020 TRAINING/EDUCATION	4,680	9,167	4,487	10,000	5,320
6030 TRAVEL/CONFERENCES	632	9,167	8,535	10,000	9,368
6050 OFFICE SUPPLIES	664	917	253	1,000	336
6060 OFFICE EQUIPMENT	4,041	4,000	(42)	4,000	(41)
6080 ADVERTISING	2,100	-	(2,100)	-	(2,100)
6110 TELEPHONE/FAX	15,167	13,000	(2,168)	13,000	(2,167)
6130 COMPUTER HARDWARE	-	-	-	3,000	3,000
6140 COMPUTER SOFTWARE	-	-	-	6,500	6,500
6150 MEETING EXPENSE	-	-	-	250	250
7000 HEAT	117,131	119,167	2,036	130,000	12,869
7010 ELECTRICAL	528,564	540,109	11,545	589,210	60,646
7020 WATER	131,896	56,575	(75,320)	56,575	(75,321)
7030 BLDG/FACILITY MAINT	38,145	38,958	814	42,500	4,355
7060 BLDG/FACILITY RENOV	97,664	91,667	(5,998)	100,000	2,336
7070 BLDG/FACILITY RENTAL	218,266	210,833	(7,432)	230,000	11,734
7080 PLANT MAINTENANCE	10,708	13,750	3,042	15,000	4,292
7100 MAINT. TOOLS/EQUIP	8,300	3,500	(4,799)	3,500	(4,800)
7110 SECURITY	43,954	52,708	8,754	57,500	13,546
7120 PROPERTY TAXES	31,313	28,000	(3,313)	28,000	(3,313)
7540 VEH/EQUIP RENTAL	10,340	7,000	(3,340)	7,000	(3,340)
8000 OPERATIONAL EQUIP	-	2,292	2,292	2,500	2,500
8010 OPERATIONAL MATERIALS/SUPPLIES	139,125	121,350	(17,775)	121,350	(17,775)
8020 MAINTENANCE EQUIP	-	1,833	1,833	2,000	2,000
8040 COMM EQUIP LINES (GPS)	6,830	4,400	(2,429)	4,400	(2,430)
8090 UNIFORMS/CLOTHING	2,557	7,333	4,777	8,000	5,443
8100 PROFESSIONAL SERVICES	72,654	91,667	19,013	100,000	27,346
8110 CONTRACTS/AGREEMENTS	351,972	253,700	(98,272)	253,700	(98,272)
8130 LICENSES/PERMITS	13,654	1,000	(12,654)	1,000	(12,654)
8150 GRANTS/SUBS TO ORG	55,000	55,083	83	60,000	5,000
Total expended to date	\$ 3,781,773	\$ 3,655,164	\$ (126,610)	\$ 3,937,806	\$ 156,033

Departmental

Finance

Recreation Cultural Services

Draft Statement of Expenditures

FEBRUARY 28, 2026

Recreation/Cultural Services	Year to date Expended	11 Month Budget	11 Month Budget Variance	Annual Budget	Annual Budget Remaining
GL 6000, 6010, & 6011 Wages & Benefits Including Summer Students	1,579,244	1,314,103	(265,141)	1,426,424	(131,722)
6020 TRAINING/EDUCATION	6,078	14,667	8,589	16,000	9,922
6030 TRAVEL/CONFERENCES	21,225	22,917	1,692	25,000	3,775
6040 PROFESSIONAL MEMBERSHIP/DU	2,011	3,667	1,655	4,000	1,989
6050 OFFICE SUPPLIES	7,767	6,000	(1,767)	6,000	(1,767)
6060 OFFICE EQUIPMENT	6,254	7,333	1,079	8,000	1,746
6080 ADVERTISING	53,732	64,167	10,435	70,000	16,268
6110 TELEPHONE/FAX	6,495	8,250	1,755	9,000	2,505
6120 PUBLICATIONS/SUBSCRIPTIONS	1,792	200	(1,591)	200	(1,592)
6130 COMPUTER HARDWARE	2,804	6,417	3,612	7,000	4,196
7070 BUILDING/FACILITY RENTAL	56,572	50,000	(6,572)	50,000	(6,572)
8000 OPERATIONAL EQUIPMENT	190,379	178,750	(11,629)	195,000	4,621
8025 COMMUNITY EVENTS	330,413	360,000	29,587	360,000	29,587
8150 GRANTS/SUBSIDIES TO ORGANIZ/	22,200	20,000	(2,200)	20,000	(2,200)
8160 SUSTAINABILITY EVENTS	338,125	356,562	18,436	356,562	18,437
8170 SUSTAINABILITY	508,853	500,500	(8,353)	500,500	(8,353)
Total expended to date	\$ 3,133,943	\$ 2,913,532	\$ (220,412)	\$ 3,053,686	\$ (59,160)

Departmental

Finance

Recreation/Cultural Services	Year to date Assigned	11 Month Budget	11 Month Budget Variance	Annual Budget	Annual Budget Remaining
5031 PROGRAM REVENUE	27,500	27,500	-	30,000	2,500
5034 FACILITY RENTALS	4,665	6,875	(2,210)	7,500	2,835
Total Revenue To Date	\$ 32,165	\$ 34,375	\$ (2,210)	\$ 37,500	\$ 5,335

Departmental

Finance



CAPE BRETON REGIONAL MUNICIPALITY
OFFICE of the MAYOR

April 10, 2026

Minister John Lohr
NS Dept. of Finance and Treasury Board
Email: FinanceMinister@novascotia.ca

Minister Dave Ritcey
NS Dept. of Communities, Culture, Tourism and Heritage
Email: MIN_CCTH@novascotia.ca

Dear Honourable Ministers:

RE: Reinstatement of Funding to Culture, Tourism, and Heritage Sector Programs

Attached please find the notice of decision by the Council of the Cape Breton Regional Municipality requesting the Province of Nova Scotia to reinstate funding to culture, tourism, and heritage sector programs that support museums, heritage sites, and cultural organizations.

A community stakeholder session was held on March 27, 2026, where speaker after speaker articulated the financial, organizational, and human impact of the provincial budget choices. As you are aware, federal program supports are primarily for capital and targeted activities, thus the Municipality is being asked to assist with immediate operating pressures. The funding gaps created are beyond the capacity of the Municipality to accommodate.

Again, the Cape Breton Regional Municipality urges the Province of Nova Scotia to reinstate funding to mitigate the negative impacts of these valued, vital, and contributing volunteer-led organizations.

Sincerely, _____

Cecil P. Clarke
Mayor

CPC/tfd
Attachment - 1

c: All Council, CBRM
Demetri Kachafanas, CAO, CBRM
Christa Dicks, Municipal Clerk, CBRM
Kirk Durning, Director of Parks,
Recreation, Bldgs. & Facilities, CBRM



M·E·M·O

To: Cecil P. Clarke, Mayor
From: Christa Dicks, Municipal Clerk / Director of Corporate Information Services
Date: April 7, 2026
Subject: Provincial Budget Cuts – Heritage Assets

At the special council meeting held on March 26, 2026, the following motion was put forward:

Motion

Moved by Councillor Eldon MacDonald, seconded by Councillor Gillespie, that Council send a letter to John Lohr, Minister of Finance and Treasury Board, and Dave Ritcey, Minister of Communities, Culture, Tourism and Heritage, urging the Province of Nova Scotia to reinstate funding to culture, tourism, and heritage sector programs that support museums, heritage sites, and cultural organizations.

Motion Carried

Kindly let the Clerk's Office know if you require any assistance.

Thank you,

Christa Dicks
Municipal Clerk
/km

Cc: Mayor's Office
Toni Delorenzo, Principal Secretary
Sean Tobin, Chief of Staff



PROCLAMATION

2026 Volunteer Week

WHEREAS: We recognize and celebrate every volunteer and each contribution they're making to strengthen inclusivity and wellbeing in our communities.

WHEREAS: The theme for National Volunteer Week 2026 is "Igniting Volunteerism".

WHEREAS: Volunteers are fundamental to meeting this challenging moment. By coming together, committing support, and increasing our collective efforts and impact, we contribute exponentially to the quality of life we all strive for.

WHEREAS: It's in these moments, and the relationships between them, that we find greater purpose and a sense of belonging. By connecting and engaging with community, we come to know our importance. Volunteering matters. And by sharing these moments, we co-create the neighborhoods, culture, and society we want to live in.

WHEREAS: Right now, whatever we can contribute is needed and valued. From assisting programs that feed and house Canadians or helping with recovery efforts after a climate emergency, to peer mentoring a refugee family or holding space for community grief – moment by moment we can move collectively from surviving to thriving again.

WHEREAS: During National Volunteer Week 2026, we come together to recognize and celebrate the importance of each and every volunteer's impact from coast to coast to coast.

BE IT THEREFORE RESOLVED: That CBRM Mayor Cecil P. Clarke and Council proclaim April 19th to 25th, 2026 as "Volunteer Week" in recognition of the splendid efforts of our volunteers who provide service to our residents and communities.

Deputy Mayor Glenn Paruch - District # 6
April 21st, 2026



Cape Breton Regional Municipality Special Volunteer Awards Criteria

Anne Holland Memorial Award

(In Recognition of an Outstanding Community Volunteer)

To recognize an individual who has made an outstanding contribution to the inception and growth of community opportunities within the field of recreation.

Nominees must have made a significant contribution in one or more of the following criteria:

- exhibited a high standard of volunteer performance (e.g. dedication, commitment, time, energy, attitude, and motivation)
- contributed to a broad range of activities within the field of community volunteerism
- shown outstanding leadership in the field of volunteerism

Gary McDonald Memorial Award

(In Recognition of an Outstanding Volunteer Group or Project)

Presented to a volunteer group to recognize an outstanding project that improves recreation opportunities in the CBRM.

Projects must have made a significant contribution in one or more of the following criteria:

- increased available opportunities that have proven to be innovative or unique
- included a significant number of participants
- endeavoured to encompass all-inclusive services for community members

Youth Volunteer Award

(In Recognition of an Outstanding Youth Volunteer)

Students throughout the Cape Breton Regional Municipality who attend area schools or post-secondary institutions will be considered for this award. Open to students 25 years and younger.

Nominees must have made a significant contribution in one or more of the following criteria:

- demonstrated a balance between volunteering for school, community projects, and/or community organizations
- show their volunteer activities have taken place in a variety of areas or purposes
- volunteers a significant number of hours on a regular basis for specific activities, projects, or organizations
- shown impact through their leadership

